

**SOUHEGAN PERSONNEL POLICIES COMMITTEE**

This policy recognizes that participation of employees in the formulation and implementation of personnel policies affecting them informs the policy-making process and leads to better policies and procedures; moreover, that the effective administration of Souhegan High School, and the well-being of all employees, is enhanced by constructive relationships between staff members, the administrative team and the school board.

Therefore, a Personnel Policies Committee is hereby established to provide employee participation in the formulation and implementation of policies and procedures affecting salaries, benefits, and conditions of employment. It is expected that the advice of the Personnel Policies Committee will be solicited on all personnel policies prior to presentation to and adoption by the school board.

An eight-member Souhegan Personnel Policies Committee (the Committee) shall be established annually, on or before September 15, as follows:

- 4 Faculty representatives, chosen by faculty.
- 2 Support staff representatives, chosen by support staff.
- 1 SAU representative, chosen by superintendent.
- 1 School Board representative, chosen by school board.

The Committee is expected to meet and confer at least five times throughout the school year on matters of salaries, benefits and working conditions. Actions of the Committee, as well as policy decisions of the school board, will be recorded in the minutes of Committee meetings. Minutes will be made easily accessible to all employees and the school board.

Any action which requires the expenditure of funds is subject to the authorization of the school board, or the District meeting of the Souhegan Cooperative School District, as the law may require.

Duties of individual members of the Committee include but are not limited to the following:

1. Attend all Committee meetings insofar as possible, and become informed concerning the issues under consideration.

2. Encourage the free expression of opinion by all Committee members and render decisions based on as much factual information as possible.
3. Concentrate the Committee's collective effort on formulating policies for administrator and board consideration, and implementing policies the Board adopts.
4. Meet and confer with the Superintendent on the development of salaries and benefits for the ensuing fiscal year or years and be fully informed on details of the proposal prior to the Superintendent's presentation to the school board. The Committee has the right to appeal the Superintendent's proposal to the school board.
5. Maintain effective two-way communication with all employees, administrators and the school board. Conduct business openly.
6. Carry out Committee work in conformance with allied Souhegan School Board policies on Board Powers & Duties (BBA), Policy Adoption and Dissemination (BFA), Board-Staff Communication (BG) and Staff Complaints and Grievances (GMB/GMB-R).

The School Board shall have due regard for the obligations imposed by this policy in making rules and regulations relating to personnel policy, but such obligations shall not be construed to extend to such areas of discretion and policy as the public mission of the Board, its budget, its organization and the assignment of its personnel.

**ADOPTED: December 1995**