

**Personnel & Student Affairs Committee**

**Code #185.04**

The Tri-County Area School District Personnel & Student Affairs Committee of the Board of Education shall consist of four members of the Board appointed to the Committee each year, at or after the organizational meeting of the Board, by the President of the Board. The general function of the Committee is to recommend to the full Board action on personnel matters not covered by a Master Contract with the employee's union or if mutually agreed to by the negotiations teams of employee's union and the negotiations committee of the Board and an intermediary step in the grievance procedure between the District Administrator and the Board or as a clearing house for information, ideas, misinformation or concerns, or suggestions in matters dealing with personnel. Other duties include, as appropriate:

1. Representing the Board at any meetings with staff (other than negotiations) when the Board's presence is required (such meetings shall include but not be limited to, any formal or informal grievances).
2. Shall review and recommend for appropriate action all contractual instructional services including, but not limited to, reductions in force, reassignments, assignments, transfers, and additions to the Table of Organization.
3. Shall review and recommend for appropriate action employee job descriptions, revisions of job descriptions, and employee position classifications.
4. Review and recommend for appropriate action any communication that is received from staff members or their representatives.
5. Shall act as an appeal committee for support staff personnel to decisions made by the employee's supervisor or the District Administrator and, where allowed, for professional staff.
6. Shall conduct periodic interviews with administrative personnel for the purpose of determining system improvements regarding personnel.
7. Shall act as a vehicle for relaying information to the entire Board concerning individual personnel

Previous Approval:	June 28, 2005
Attorney Review:	November 2015
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