

## HUMAN RESOURCES: Contracts

**Overview:** Contracts are legal agreements that define expectations and procedures in matters related to personnel and services. Negotiations processes, grievance procedures and labor relations are topics under consideration in this section.

GUIDING QUESTIONS	SCHOOL BOARD	SUPERINTENDENT	PRINCIPAL
	<ul style="list-style-type: none"> <li>Do we have current and effective contracts?</li> <li>What is the board's role in contract issues? <i>See Spotlight 14.</i></li> <li>Does the board negotiate contracts? If so, which ones?</li> <li>What is the relationship of the board with the bargaining units?</li> <li>How do our contracts compare with other districts?</li> <li>What goals do we want to accomplish in the next negotiations process?</li> <li>Does the board request and receive input from the administration before establishing goals?</li> <li>Does the board receive legal advice in the contract negotiations process?</li> </ul>	<ul style="list-style-type: none"> <li>What groups in the system are covered by a negotiated agreement?</li> <li>What is the central office's role in contract issues?</li> <li>How does the central office communicate with the principals and boards around contract issues?</li> <li>How does the central office establish a relationship with the various bargaining units?</li> <li>What is the superintendent's role in negotiations?</li> </ul>	<ul style="list-style-type: none"> <li>What groups are covered by a negotiated agreement? Are there non-union agreements in place?</li> <li>What is the practice for dealing with the central office on contractual issues? Within the building? Does this meet your needs?</li> <li>Do you have a proactive relationship with the building level association? If not, how would you establish one?</li> <li>What components of the negotiated agreement hinder and/or help the system's ability to deliver programs at every level?</li> </ul>

## HUMAN RESOURCES: Contracts *(continued)*

	SCHOOL BOARD	SUPERINTENDENT	PRINCIPAL
<b>TASKS TO CONSIDER</b>	<ul style="list-style-type: none"> <li>◆ Clarify roles between board and administration for contractual and grievance issues.</li> <li>◆ Review all negotiated agreements for content familiarity.</li> <li>◆ Establish a negotiations committee and a process for determining negotiations goals.</li> <li>◆ Review Vermont School Boards Insurance Trust (VSBIT) web site for information about insurance programs at <a href="http://www.vsbti.org">www.vsbti.org</a>.</li> <li>◆ Request input from administration regarding issues that have arisen under current contract.</li> <li>◆ Consider seeking legal advice in this area.</li> <li>◆ Review VSBA Negotiations web site.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Review all contracts for compliance with agreements.</li> <li>◆ Meet with building-level administrators to review contracts.</li> <li>◆ Establish a clear procedure for handling grievances. Review with the board(s).</li> <li>◆ Establish a working system with local bargaining unit leadership.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Review all contracts to ensure that school practice is in compliance with the negotiated agreement – teachers and support staff.</li> <li>◆ Review all past grievances to review the process and determine which issues have been in question.</li> <li>◆ Establish a system for communicating and working on the central office with questions/issues.</li> <li>◆ Establish a system for working with local associations.</li> <li>◆ Share with superintendent items to consider in future negotiated contracts.</li> </ul>