

PUBLIC NOTICE - PERSONNEL NEGOTIATIONS

A. Purpose and Scope

To provide guidance and direction for District personnel to implement the public notice provision of law related to personnel negotiations.

B. General

The Superintendent or designee shall establish administrative regulations to implement the public notice provisions of law related to personnel negotiations.

C. Forms Used and Additional References

None

D. Procedure

Upon receiving an employee organization's initial contract proposal, the Governing Board shall announce to the public at a Board meeting that the employee organization's proposal will be available for review at the district office for a reasonable period of time. At its next regularly scheduled meeting, the Board shall hold a public hearing and allow the public to comment on the employee organization's initial proposal. After the public hearing, the Board shall acknowledge receipt of the employee organization's initial proposal.

After acknowledging receipt of the employee organization's initial proposal, the Board shall present its initial contract proposal to the public at a regularly scheduled Board meeting. The Board shall make this proposal available for public review for a reasonable time and shall hold a public hearing to allow the public to comment on the proposal.

Following the public hearing on the Board's proposal, the Board shall adopt its initial proposal. Representatives of the district and the employee organization(s) shall then begin negotiating the proposals.

New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within 24 hours. If a vote is taken on any such subject by the Board, each member's vote shall also be made public within 24 hours. (Government Code 3547)

PUBLIC NOTICE - PERSONNEL NEGOTIATIONS (continued)

Before entering into a negotiated agreement, the Board shall disclose, at a public meeting, the major provisions of the agreement, including the costs that would be incurred by the district under the agreement for the current and subsequent fiscal years. (Government Code 3547.5)

E. Reports Required

None

F. Record Retention

Minutes of negotiation sessions maintained in Human Resources office

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources

Regulation Adopted:

HS BD: 11/20/85

EL BD: 7/6/82

Regulation Revised:

EL BD: 3/11/86

Joint Board: 4/22/97