



Joint Human Resources - Policy Committee Meeting

Monday, October 7, 2019

4:30 PM, District Office, Room C-300

Board members present

David Cox, Board Member for District 4, HR Committee Chair
Chris Hardwick, Board Member for District 9, HR Committee Member
Neil James, Board Member for District 10, Board Vice-Chair
Helen Smith, Board Member for District 6, HR Committee Member
Ken Richardson, Board Chairperson
Ray Winters, Board Member for District 3, Policy Committee Chair

HCS Staff present

Dr. Rick Maxey, Superintendent
Mary Anderson, Chief Human Resources Officer
Velna Allen, Chief Student Services Officer
Daryl Brown, Chief Support Services Officer
John Gardner, Chief Financial Officer
Kenneth Generette, Staff Attorney
Boone Myrick, Chief Academic Officer
Merri DuRant, Administrative Assistant for Human Resources Chief Officer
Lisa Bourcier, Director for Communications

Acknowledge Compliance with FOIA – David Cox

As required by SC Law 30-4-80, local news media were informed of the date, time, place, and agenda of this meeting. Copies of the agenda were posted at the district office and distributed to schools for posting.

1. Welcome - Call to Order

Committee Chair David Cox called the meeting to order at 4:30 p.m.

2. Approval of Agenda

A motion was made by Helen Smith and seconded by David Cox from the HR Committee and Ray Winters and Chris Hardwick from the Policy Committee to approve the Agenda as presented. The motion carried.

3. Approval of Minutes

A motion was made by Helen Smith and seconded by Chris Hardwick to approve the minutes of the September 23, 2019, meeting as presented. The motion carried.

4. Discussion

a. Donation of Paid Sick Leave

Chairman Cox – Introduced the topic and provided the history behind the proposed plan. The discussion started last year when a retired employee requested that her unused sick leave days be donated for other teachers to use. After much discussion and investigation, the committee realized how difficult it would be to implement a plan of this type and agreed that all employees should be included in any donation plan. Handouts reflecting the purpose and eligibility of the proposed plan were provided and reviewed.

Suggestions:

- Clarify whole day units, and consider the schedules and hours per day for employees that are not on contract during the summer months. A work day in the summer is 1.25 days. The fiscal year for some employees is the school year but others are on contract year round.
- Include step children in the household definition on a case by case basis.
- Provide a review period for employees to look at the proposed plan and give feedback within a specified window of time. This will allow time to communicate the proposed plan to employees and review any questions.
- Dr. Maxey would like for the Human Resources, Communications and Fiscal Services Committees to review the employee feedback and create a list of frequently asked questions to have in place when the plan is implemented.

The committees agree that suggestions and feedback received may not change the proposed plan. This is not a solicitation, and the committees will make the final recommendations. Before a plan is placed in the HCS policy manual, it must be approved by the Board.

A motion was made by Helen Smith for the committees to:

- Vote on the proposed policy as written.
- Report the plan to the Board later that evening.
- Add the item to the Board agenda in two weeks.
- Take to the Board in November for a final vote.
- Implement the plan in January 2020.

The motion was seconded by David Cox and Chris Hardwick.
The HR and Policy committees are in agreement. The motion carried.

5. ADJOURNMENT

Chairman Cox concluded the meeting and asked for a motion to adjourn at 4:59 p.m. The motion was made by Chris Hardwick and seconded by Helen Smith. The motion carried.

Respectfully submitted,

Merri DuRant
Administrative Assistant to the Chief Human Resources Officer

APPROVED: