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**AURORA PUBLIC SCHOOLS**

**APS Code: GDSA\***

**Adopted January 1978**

**Recoded March 1992**

**Revised April 2004**

**Revised November 2007**

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### **CLASSIFIED EMPLOYEE COUNCIL**

The Board of Education recognizes the Classified Employee Council as representing all classified, non-supervisory employees of the District. The council's responsibility is to make recommendations to the Superintendent regarding policies, regulations, salaries, benefits and working conditions that affect classified, non-supervisory employees of the District. The council shall be composed of classified, non-supervisory employees of the District selected as provided in the accompanying regulation. The Superintendent shall appoint an administrative representative(s) to meet with the council.

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**I. Responsibilities of the Council**

- A. To communicate with, and represent all classified employees.
- B. To develop recommendations regarding salaries, benefits, personnel policies and other policies which affect non-supervisory, classified employees.
- C. To forward to the Superintendent of Schools, through the administrative liaison, all recommendations from the Council.

**II. Membership**

- A. The Classified Employee Council shall consist of selected representatives from each of the following groups of classified employees:

Custodial

1 elementary  
1 middle school  
1 high school

Clerical

1 elementary  
1 middle school  
1 high school

Nutrition Services

2 all levels

One Each From

Pickens Technical College  
Division of Human Resources  
Division of Equity in Learning  
Division of Finance  
Division of Accountability and Research  
Division of Superintendent

Two Each From

Transportation  
Division of Support Services

Paraeducators, Educational Assistants, Campus Monitors, Family Liaisons

3 elementary  
2 middle school  
1 high school  
1 special education  
1 early childhood

At-Large

5 members from any level and any site subject to council approval

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- B. The Superintendent of Schools shall appoint an administrator to serve as administrative liaison to the Council in a nonvoting capacity. The Superintendent of Schools may request other administrators to meet with the Council as necessary.

**III. Selection Process**

On an annual basis, the Classified Employee Council will notify employees of the upcoming membership vacancies for the next school year. Members shall be selected from among current district employees who volunteer to serve. Generally, volunteers with prior approval from their supervisor shall be accepted for membership on the Council. Depending on the Council vacancies, an acclamation (voice vote) of the entire Council may be utilized to determine membership in areas that have full representation. However, upon the motion of any current council member, a secret ballot vote of the Council shall be conducted to determine whether a given prospective member shall serve.

**IV. Removal of Members**

A representative to the Classified Employee Council may be removed from the Council in one of the following ways: 1) a petition signed by two-thirds of the group represented shall be presented to the Classified Employee Council at a regular meeting; or 2) two-thirds vote of the current Classified Employee Council, with the vote to be conducted by secret ballot. Should the Council representative be removed, the Council shall call for a member to be selected before the next regular meeting. (See Section III for selection process.)

**V. Terms of Membership on the Council**

Members volunteer for a two-year term. In the event a member is selected to fill an unexpired term, that member will serve only for the period of time remaining to complete the term. A person may volunteer for another term. In the event of a member's resignation during the year, it shall be the responsibility of the president to see that the group represented is notified as soon as a vacancy becomes known. Selection will be made to fill the vacancy as soon as possible.

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**VI. Officers**

- A. The officers of the Classified Employee Council shall consist of a president, vice-president and secretary. Volunteers interested in becoming Council officers must have served at least one year on the Council. These officers shall be elected at the May meeting of the Council. Vote shall be by ballot. A simple majority of those present, providing this constitutes a quorum, shall be sufficient to elect to office. A quorum shall be declared if one more than one-half of the total Council membership is in attendance. The officers elected shall assume their duties at the September meeting.
- B. Officers' terms will begin with the September meeting and continue through the last meeting of the school year. A person may volunteer for another term if voted upon by Council.

**VII. Duties of Officers**

- A. **President**
  - 1. Preside at and conduct all Council meetings.
  - 2. Be a nonvoting ex-officio member of seated committees.
  - 3. Assist the administrative liaison in preparation of the agenda.
  - 4. Recruit new members for the Council.
- B. **Vice President**
  - 1. Serve in the absence of the president or at her/his request.
  - 2. Be a nonvoting ex-officio member of seated committees.
  - 3. Act as parliamentarian for the Council.
- C. **Secretary**
  - 1. Assist in preparation and distribution of meeting agendas.
  - 2. Collect and update such data and information as needed by the Council.
  - 3. Notify all members of the Council of regular and special meetings.
  - 4. Take the official minutes of each meeting of the Council.
  - 5. Send written communications.

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6. Perform other duties as directed by the president of the Council.

7. Maintain and update the directory of Council members.

**D. Administrative Liaison**

1. Attend all regular meetings of the Council.

2. Act in an advisory and resource capacity to the Council.

3. Maintain the official minutes containing the actions taken by the Council.

**VIII. Meetings**

A. Regular meetings will be held once each month during the duty day. Special meetings may be called by the president and administrative liaison as needed.

B. All official meetings, regular or special, will be scheduled jointly by the president and administrative liaison. Official action may be taken only in a regular or special session of the Council as a unit.

C. During the month of May of each calendar year, the Classified Employee Council will elect officers for the upcoming year.

D. The minutes of each meeting will be distributed by the administrative liaison, or Council secretary, to classified employees, administrators and the Board of Education.

E. Release time will be granted during the duty day for Council members to attend regular or special meetings. Release time will be granted in a reasonable amount, to attend committee meetings prior to the regular or special meetings to fulfill the responsibilities as Council members. Council members acting in the capacity of a CEC representative will not be compensated for meetings attended outside of the regular duty day. Mileage to and from the meetings will not be reimbursed. Release time will not be granted to other employees for the purpose of attending Council meetings.

**IX. Attendance Policy**

Members of the Classified Employee Council must call and report their absence from a regular CEC meeting to the administrative liaison or any officer of CEC prior to the meeting or after the meeting in the event of an emergency.

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**X. Standing Committees**

**A. Salary Committee/Ad Hoc as necessary**

1. Propose to the Board of Education, no later than May 1 of each year, the Council's salary/cost of living recommendations.
2. Serve on the committee for member's two-year term.
3. Made up of an odd number of members, to be decided by the Council.

**B. Grievance Committee/Ad Hoc as necessary**

1. Assist employees in the grievance process to the extent allowed by Board policy and regulation.
2. All information learned by members of the committee relating to a grievance will remain confidential and will not be discussed even with other members of the Classified Employee Council.
3. Training in the grievance process will be provided each year by Human Resources personnel.
4. Members will serve on the committee for their two-year term.
5. Made up of an odd number of members to be determined by the Council.

**C. Policy Committee**

1. Review and submit recommendations to the Superintendent for updates and clarifications to the policies and regulations that relate to classified employees.
2. Serve on committee for member's two-year term.
3. Odd number of members, total to be determined by the Council.

**D. Professional Growth Committee**

1. Assist professional development in managing classified professional growth.
2. Serve on the committee for the member's two-year term.
3. Odd number of members, total to be determined by Council and professional development.

**E. Health Leave Bank Committee**

1. Review classified employee requests for additional health leave.

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2. Serve on committee for member's two-year term.
  3. Membership shall consist of five members selected by the Classified Employee Council.
  4. One representative from the payroll/records office will be asked to attend each meeting.
- F. **Website Committee**
1. Maintain and update the website as needed.
- G. **Insurance Committee**
1. Assist in reviewing insurance programs and bids for the District.
  2. Attend school District insurance committee meetings.
  3. Serve on committee for member's two-year term.
  4. Number of members to be determined by the director of employee relations.