

EMPLOYEE REPRESENTATIVE COMMITTEE

The Employee Representative Committee will meet regularly with the Superintendent to make and consider recommendations regarding changes in and additions to policies, regulations, and procedures affecting personnel matters and working conditions and serves in an advisory capacity to the Superintendent in matters that affect the Terrebonne Parish Schools. Such recommendations shall be presented to the Board for its consideration.

COMMITTEE COMPOSITION

The Employee Representative Committee shall be composed of, but not limited to, members and/or designee according to the following:

- A. A teacher representative from each school
 - 1. Each District Teacher of the Year (elementary, middle, secondary) will serve as their school's representative.
 - 2. School teacher representatives will be selected democratically by each faculty and submitted to the Director of Human Resources no later than the end of the first month of the school year.
 - 3. Each school will have only one (1) teacher representative.
- B. Terrebonne Association of Educator's Representative;
- C. A+PEL Representative;
- D. Terrebonne Principals' Association Representative;
- E. Outstanding School Support Employee of the Year representing the three clusters: elementary, middle, and secondary;
- F. Terrebonne Insurance Committee Representative;
- G. Terrebonne Parish Bus Drivers' Association Representative;
- H. Terrebonne Parish School Food Service Association Representative.

COMMITTEE OPERATING PROCEDURES

- A. Meetings

The ERC will determine the time and date of its regular meetings at the first

meeting in September.

B. Setting the agenda

Agenda items must be submitted by noon at least three (3) work days prior to the meeting date.

C. Special meetings

Special meetings of the ERC may be called at the discretion of the Superintendent or designee.

D. Citizen participation

Individuals shall be allowed to address the ERC at any scheduled meeting.

E. Submission of recommendations

1. Recommendations may be submitted to the Director of Human Resources and/or ERC at any time during the calendar year using the proper recommendation form. Forms are available at each school or work site.
2. While recommendations may be considered at any time during the calendar year, a formal request for recommendations will be sent out at a date agreed upon by the ERC at its first meeting.
3. Recommendations may be submitted by any individual or group within the Terrebonne Parish School System and by the general public.

F. Consideration of recommendations

1. The ERC will give each recommendation careful consideration.
2. Each recommendation will be returned by the ERC to the person submitting the recommendation with a written response as to action taken. Recommendations will be returned through the Board mail and/or electronic mail system.
3. Items referred to the ERC by the Board may be decided by mutual agreement between the Board and the ERC.
4. Recommendations referred to the ERC by individuals or groups other than the Board and approved by the ERC for addition to policy, regulation or procedure shall be presented to the employees for a

vote before being submitted to the appropriate committee of the Board.

5. The Superintendent may direct the ERC to work in his/her absence provided that all final recommendations are submitted for review before being forwarded to the appropriate committee of the Board.
6. The Employee Representative Committee (ERC) shall select from its members a spokesperson or persons to present recommendations and rationales to the appropriate Board committee. It shall be the responsibility of the spokesperson of the Employee Representative Committee (ERC) to place any of the above-referenced matters on the agenda of the appropriate committee within the prescribed guidelines of Board policy.
7. On matters regarding policies, regulations and procedures affecting personnel matters and working conditions, the ERC will operate by consensus.

If, in the opinion of the Superintendent, the Committee is unable to reach consensus, then he/she shall call for a vote. If a majority of the Committee approves the recommendation, then the policy will be forwarded to the appropriate Board committee with written rationale for both positions.

8. On matters other than policies, regulations, and procedures affecting personnel matters and working conditions, the ERC will operate by consensus.

If, in the opinion of the Superintendent, the Committee is unable to reach consensus, then he/she shall call for a vote. If a majority of the Committee approves the recommendation, then the recommendation is adopted by the Committee.

RECONCILIATION OF DIFFERENCES

In cases where recommendations of the Employee Representative Committee (ERC) are not adopted by the Board, the Board shall refer the matter back to the appropriate Board committee for further review and evaluation with due consideration of ERC concerns.

Adopted: September 1991
Revised: November 1991
Revised: May 1994
Revised: July 1996
Revised: January 1997

Revised: November 1997
Revised: August 2014
Revised: July 2022

Ref: Board minutes, 7-16-96, 1-21-97, 11-18-97, 8-19-14, 8-2-22.