



## HR Committee Agenda

Thursday, November 21, 2024

Join Zoom Meeting

<https://blueskyschool-org.zoom.us/j/97124513158?pwd=ZdklcLxW7PbYgXkvblg4LpQVa0pRym.1>

Meeting ID: 971 2451 3158

Passcode: 511438

Attendance: Darren Sonenstahl, Amy Larsen, John Mizuer, Danielle Sanders, Christine Graupman, Emily Torvik, Danielle Fackler, Molly Kinnamon, Billie Johnson, Dawn Mensing, April Scharnberg, Gaia Buttweiler, Many Kasowicz, Cathy Parker, Heidi Housh, and Leslie Egner

Committee Charge: Creating practices to recruit highly qualified staff and retain staff. Review and update the staff handbook to reflect best practices within BlueSky regarding employment issues.

Agenda:

1) [Employee Handbook](#)

a) Bereavement Time Off

- Pg 19 - “Employees will be permitted to use sick leave to extend bereavement leave one work day immediately preceding and one day immediately following the approved bereavement leave.”
- Pg 24 - “An employee may take up to three (3) paid work days off using their accrued sick or personal/vacation time for any death.”
- The above excerpts do not align. Should staff receive one bereavement day and then two additional sick days if needed or should staff receive 3 sick days for any death?
  - The committee recommends that the language in the handbook be clarified and that we continue with the current process which is

that staff can use up to 3 sick days, not add an additional time off bucket of bereavement.

**b) Sick and Vacation Hours vs Personal Days**

- Do we need to indicate in the handbook how time can be requested?
  - Sick and vacation time can be taken by the hour whereas personal days can only be taken by the ½ or full day
  - The committee recommended that the time off request form is edited to include this information so staff know how they can take time off.
  - Leslie and Dawn Mensing will meet to make changes to the form
  - There is a test group that is currently trying out a new time off request feature with the SMART program. The plan is to roll this out to the rest of staff at the start of second semester.

2) Incentive Drawing Review

- Suggested changes from the committee:
  - The committee recommended changing “going above and beyond” to “doing great work,” going above and beyond is subjective.
  - Remove the self-nomination option
  - “Rebrand” the incentive recognition program to emphasize community and positive work culture
  - Leslie will make the edits

3) Recognition Follow Up

a) Department Spotlight Days

- i) Working with leads to highlight department accomplishments and goals in 2025. Selected a few Fridays for leads to sign up and provide information for their department.

b) Work Anniversaries

- i) Have listed a couple in my weekly updates so far as they come up.
- ii) Sarah Miner has been giving tenure shout outs in the monthly newsletters (they look awesome!).
  - 1) Do we feel like we need more exposure? Social Media?

**Next HR Meeting Times**

Tuesday, February 4th at 1pm

Tuesday, May 6th at 1pm