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Employment Terms for Classified Staff

Each position listed below shall be hired by the superintendent on the terms stated.

Superintendent's Secretary, Bookkeeper, Principals' Head Secretary, Transportation Manager, and Head and Assistant Custodian (Full Time)

Employed on a 12-month basis
Provided appropriate level of full coverage insurance
Allowed 5 days paid vacation after one full year of employment, 10 days after two full years of employment, and 15 days after 7 full years of employment. Vacation cannot be accumulated over two times the allowed amount.
Allowed 1 day of personal leave per year, if sick leave has accumulated to 50 days at the end of the prior school term, 1 additional personal day is allowed for a total of 2. Personal days do not accumulate.
Allowed 12 days of sick leave per year, cumulative to 60 days
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Good Friday, the Fourth of July and Memorial Day

Principals' Assistant Secretary, Cafeteria Personnel, Paraprofessionals, Part-time and Temporary Positions

Employed during the school term only or as designated
All employees in this category with positions of over 30 hours per week are allowed the following:
9 days of paid sick leave, cumulative to 60 days
1 day of personal leave per year, if sick leave has accumulated to 50 days at the end of the prior school term, 1 additional personal day is allowed for a total of 2. Personal days do not accumulate
Paid holidays to include Labor Day, Thanksgiving, and Good Friday
All employees in this category with positions of over 32 hours per week are awarded the appropriate level of full coverage insurance

Non-Certified Substitute Pay

A substitute for a non-certified staff member will be paid on a rate set each year at the regular April school board meeting.

Other Provisions Applicable to All Classified Staff

Rate of Pay

All classified staff shall be paid an hourly rate.
Classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked.

Adopted on: **December 21, 2010**

Revised on: _____

Reviewed on: _____