

## 4040

### Employment Terms for Classified Staff

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

#### **12 Month Employees – Maintenance, Custodian, Business Manager, Head Cook/Custodial, Secondary Principal's Secretary, Migrant Recruiter, Transportation Director**

Employed on a 12-month basis

Provided appropriate level of full coverage insurance

Allowed two weeks paid vacation after 1 full school term of employment; one additional day is added for each year of service up to 15 days maximum.

Vacation is awarded when an average of 36 hours per week is reached annually.

Allowed 7 days of sick leave per year, cumulative to 40 days

Paid holidays to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day and the Fourth of July.

Two Personal Days, Two Bereavement Days, One Professional Day

While working for the lunch program the head cook's salary will be paid for out of the Lunch Fund

#### **9 Month Employee – Elementary Principal's Secretary, Full-time Paraeducators, Cooks, Dishwasher**

Employed on a 9-month basis

Provided appropriate level of full coverage insurance

Allowed 5 days of sick leave per year, cumulative to 40 days

Paid holidays to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Good Friday.

Memorial Day will also be considered a paid holiday if school is in session.

Two Personal Days, Two Bereavement Days, One Professional Day

While working for the lunch program the cooks and dishwasher salary will be paid for out of the Lunch Fund

#### **Half-time Employees – Half-Time Paraeducators and Half-Time Custodian**

Provided appropriate level of full coverage insurance

Allowed 3 days of sick leave per year, cumulative to 40 days

Paid holidays to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Good Friday

Memorial Day will also be considered a paid holiday if school is in session.

One Personal Day, One Bereavement Day, One Professional Day

**Bus Drivers**

Allowed 4 routes of leave per year  
Paid a lump sum at the end of the year based on attendance and route miles driven

**Physical Exam**

Any non-certified school employees who are required to do so by law must have a yearly physical examination.  
Required physical exams will be paid for by the district and a written notice given to the superintendent previous to September 1 of the ensuing year.  
The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent.  
If the employee wishes to go to a doctor other than the one specified by the board, the expenses will not be borne by the district.

**Summer Workshops for Food Handlers**

Those employed to handle and prepare food for the Hot Lunch Program are asked to attend the school provided by the State Department of Food Services.  
All costs of the school and registration fees will be paid by the board of education. Transportation will be provided.

**Non-Certified Substitute Pay**

A substitute for a non-certified staff member will be paid on an hourly rate range set by the board.

**Other Provisions Applicable to All Classified Staff Rate of Pay**

All classified staff shall be paid an hourly rate with the exception of the business manager.  
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.

**Other Provisions Applicable to all Classified Staff**

In an effort to secure the best qualified applicants, the superintendent may be allowed to negotiate certain items.

Adopted on: 4/12/2010  
Revised on: 7/12/2010  
Reviewed on: \_\_\_\_\_