

POLICIES AFFECTING CLASSIFIED STAFF
SCRANTON PUBLIC SCHOOL

The following policies are prepared for the purpose of clarifying the existing working agreements with classified staff at the Scranton Public School. These policies have been adopted by the Board of Education and shall remain in force until amended by the Board.

AFFECTING EMPLOYEES

1. The School District will be working through its existing chain of command in dealing with classified employees. The Superintendent is the official authorized representative of the Board and shall deal directly with each individual regarding grievances, hours, and other conditions of employment. **The School Board determines yearly salary and benefits after initial wages are set by the Superintendent based on qualifications and need.**
2. The right to employ, promote, discipline, and discharge employees is reserved by and shall be vested in the school through its authorized representative. The school shall reserve the right to exercise discipline in the interest of good service and the proper conduct of the operation of the school.
3. Employees may be dismissed without notice for the following reasons: a. Incompetence of inefficiency, b. Disregard for authority, c. Dishonesty, d. Deceit or falsification of records, e. Theft, f. Intoxication, g. Conduct contrary to the interest of the school.

CLASSIFICATIONS

A.	Head Custodian	12 month full time
	Assistant Custodian	12 month full time
B.	School Secretary	12 month, full time
	Business Manager	12 months, part-time
C.	Head Cook	9 2 months, part-time
D.	Assistant Cook	9 months, part-time
	Teachers Aide	
E.	Bus Drivers	9 months, part-time
F.	Custodial Helpers	As needed
	Student Helpers	
G.	Paraprofessionals	9 months, part-time

WORKING HOURS

Forty (40) hours shall constitute a regular week=s work, except where mutually agreed upon otherwise. No overtime hours shall be worked in the summer unless specifically requested by the Superintendent.

OVERTIME

1. All work done over and above the regular work week shall be paid for the rate and sum of time and one-half. Employees shall not be required to take time off for overtime worked or to be worked.
2. Overtime hours must be approved by the Superintendent. Advance notice should be given for larger amounts of overtime so that approval may be given in advance.

HOLIDAYS

1. Classification A & B employees shall receive the following holidays off with regular pay. Whenever a holiday falls on a Sunday, the employee shall have the following day off.

*a. Labor Day	*e. Good Friday
*b. Veteran=s Day	f. Memorial Day
c. Thanksgiving Day	g. Independence Day
d. Christmas Day	h. New Year=s Day
2. Classification C, D, E and G employees shall receive the three legal school holidays off with pay. (* indicated these paid holidays)
3. Classification A & B employees shall work during the teachers convention. All other classified employees shall not work nor will they receive pay for these days. This is at the discretion of the Superintendent.
4. Classification A & B employees will be allowed to arrange exchanges of time-off for vacations. This time for time practice must have prior approval of the Superintendent.

VOTING

The employees of the Scranton School shall be allowed time off to go to the polls to vote in any municipal, school, county, state, or national election.

WORKSHOPS

The Superintendent may authorize employees to attend training workshops for which they will receive regular minimum salary for the time spent in attendance and the time necessary to travel to and from such events. It is, however, understood that the employees so authorized shall not receive any overtime pay while traveling to and from or attending the training sessions. **If an**

overnight stay is required, the School District will provide for lodging and an evening meal allowance, but salary will be paid at a maximum of 8 hours per day.

PAY PERIODS

The School District shall pay its classified employees at the close of each month. The **Superintendent may require bus drivers to pick up their last check after their buses have been returned to the school and checked in.**

EMPLOYMENT OF PERSONNEL

All employees shall be hired for a probationary period of six months. During this time, the school reserves the right to dismiss such employee at any time with or without cause.

The Assistant custodian is hired on an hourly wage as well as an agreed to bonus based on job performance at the end of each six months of employment. An employee who is placed probation is ineligible to receive this benefit. Eligibility for the bonus resumes when the probation has ended.

Paraprofessionals are those individuals who possess one of the following: associates degree, substitute teaching/teaching license or a SLPA credential. These employees are hired to support teachers and the resource room and will be offered a single health care policy on a use it or lose it basis.

VACATIONS

1. Classification A & B employees shall receive vacation time as allocated under the following schedule.

1-4 years employment	2 weeks (10 working days)
5-9 years employment	3 weeks (15 working days)
10+ years employment	4 weeks (20 working days)
2. Vacation time is to be applied for in writing prior to May 20 of the school year. Application is subject to approval of the Superintendent.
3. All other classifications shall receive no paid vacation time.
4. Cash payment in lieu of vacation privileges are not allowed
5. Vacation time is not allowed to accumulate from one fiscal year to another without the written approval of the Superintendent.

SICK LEAVE

1. Classification A & B employees shall receive ten (10) days of sick leave per year accumulative to 85 days.
2. Classifications C, D, E & G shall receive three sick days per year accumulative to nine days. (days accumulative to 9)
3. Classification F employees shall receive no sick leave benefits.
4. Any employee that is detained from work on account of illness is expected to notify the school as soon as possible so that a replacement may be found.
5. Employees are expected to employ the sick leave provisions only in the event of actual sickness. Abuse of the privileges and deliberate deceit in connection with the employment of this privilege will result in discharge.
6. Any sick leave exceeding three (3) days in length must be substantiated by a Doctor=s certificate if requested.
7. Classifications A & B employees who have accumulated 85 sick days shall be reimbursed at the end of the fiscal year for one half days salary for each unused sick leave day over the total of 85 days.
8. Employees terminating work at the Scranton School for a period of at least one month or 20 working days will lose all previously accumulated sick leave benefits or other accumulated benefits.

PERSONAL LEAVE

1. Classification A & B employees shall receive 2 days personal leave per year which is non-accumulative.
2. Classification C, D, E & G employees shall receive one day personal leave per year which is non-accumulative.
3. Personal leave days must have prior approval of the Superintendent.
4. Employees are expected to employ personal leave provisions only when necessary.

EMERGENCY LEAVE

1. Classification A & B employees may be granted emergency leave up to three days per year with the approval of the Superintendent. This leave is to be used for family illness, funerals, and emergencies.

2. Classification C, D, E & G employees shall receive two days of emergency leave per year with the provisions of number one above.
3. Classification F employees will not receive emergency leave.

INCLEMENT WEATHER AND CALENDAR CHANGES

Classified staff (cooks, custodians, para-professionals and Business Manager) will receive up to 3 days pay per year in instances where school has been cancelled due to inclement weather or because the regular school calendar has been altered resulting in loss of work hours.

Wages to be paid will be based on the assigned number of hours per day but will not exceed 8 hours.

In the case of weather related closure, the hours that apply to this benefit will be approved by the Superintendent. On these days, those hourly employees able to attend work and fulfill their job obligations will be expected to do so.

HANDBOOKS

1. Employees shall be under the direction of the Superintendent and shall be subject to the rules and provisions that are provided.
2. Employees shall follow the policies and procedures of this handbook as well as handbooks that may be made for each area.

EVALUATIONS

1. All classified employees shall be evaluated by the Superintendent. **The evaluations may be formal or informal (based on observed job performance). Item #3 under the heading Affecting Employees@ (page 1), will be applied to all levels of employees.**