

1 **4040**

2 **EMPLOYEMENT TERMS FOR CLASSIFIED STAFF**

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4 The term of employment for all support staff personnel shall be for a time period not to
5 exceed one year. The individual terms of employment are as follow:

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7 **Maintenance and Custodial Supervisor**

- 8 1. Length of Employment 12 months, August 1 through July 31.
9 2. Compensation Set annually by the Board.
10 3. Method of Compensation Monthly, 10th of each month.
11 4. Hours of Employment Estimated 40 hours per week;
12 Daily schedule may vary
13 5. Personal Time Off (PTO) 13 days, time approved by Supt.
14 6. Holidays
15 July 4 (1 day)
16 Labor Day
17 Thanksgiving Day
18 Christmas (1 ½ days)
19 New Year's (1 ½ days)
20 Spring Break (1 day)
21 Easter (1 day)
22 Memorial Day (1 day)
23 7. Insurance A total of \$12,000 is available to the
24 employee for a minimum of single health and dental insurance for the employee
25 and then may apply the balance to other health care configurations offered by
26 the district to include other family members.
27 8. Professional Leave Approved by Superintendent
28 9. Sick Leave 5 days per year, cumulative to 15 days.

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30 **Custodian/Maintenance**

- 31 1. Length of Employment 12 months, , August 1 through July 31.
32 2. Compensation Hourly set annually by the Board.
33 3. Method of Compensation Monthly, 10th of each month.
34 4. Hours of Employment 40 hours per week; Daily schedule may vary
35 5. Personal Time Off (PTO) 13 days, time approved by Supt.
36 6. Holidays
37 July 4 (1 day)
38 Labor Day
39 Thanksgiving Day
40 Christmas (1 ½ days)
41 New Year's (1 ½ days)
42 Spring Break (1 day)
43 Easter (1 day)
44 Memorial Day (1 day)
45 7. Insurance Current employees receiving insurance
46 benefits are grandfathered as of the 2006-2007 benefits they were receiving, not

47 to exceed \$12,000 per year. New employees will have access to single health
48 coverage as set by the board.

- 49 8. Professional Leave Approved by Superintendent
50 9. Sick Leave 5 days per year, cumulative to 15 days

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52 ****Maintenance and custodial employees approved to work on snow days for purposes***
53 ***of snow removal or other necessary services will receive an additional \$5.00 per hour***
54 ***added to their regular pay rate for those days only.***

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56 **Bookkeeper**

- 57 1. Length of Employment 12 months, August 1 through July 31.
58 2. Compensation Set annually by the Board.
59 3. Method of Compensation Monthly, 10th of each month.
60 4. Hours of Employment 40 hours per week.
61 5. Personal Time Off (PTO) 13 days, time approved by Supt.
62 6. Holidays Same as teachers, but may be required to
63 work some of Christmas vacation if necessary. Parent Teacher Conferences are
64 not designated holidays. Weather related days such as Snow Days i.e. actual
65 work time lost due to weather related school closing.
66 7. Insurance A total of \$12,000 is available to the
67 employee for a minimum of single health and dental insurance for the employee
68 and then may apply the balance to other health care configurations offered by
69 the district to include other family members.
70 8. Professional Leave Approved by Superintendent
71 9. Sick Leave 5 days per year, cumulative to 15 days

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73 **Administrative Assistant**

- 74 1. Length of Employment 12 months, August 1, through July 31.
75 2. Compensation Set annually by the Board.
76 3. Method of Compensation Monthly, 10th of each month.
77 4. Hours of Employment 40 hours per week.
78 5. Personal Time Off (PTO) 13 days, time approved by Supt.
79 6. Holidays Same as teachers, but may be required to
80 work some Christmas vacation if necessary. Parent Teacher Conferences are not
81 designated holidays. Weather related days such as Snow Days i.e. actual work
82 time lost due to weather related school closing.
83 7. Insurance A total of \$12,000 is available to the
84 employee for a minimum of single health and dental insurance for the employee
85 and then may apply the balance to other health care configurations offered by
86 the district to include other family members.
87 8. Professional Leave Approved by Superintendent
88 0. Sick Leave 5 days per year, cumulative to 15 days.

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93	Building / Principal's Secretaries	
94	1.	Length of Employment
95		Approximately 1600 hours per year,
96		beginning two weeks before the first scheduled date for teachers and ending
97		two weeks after the last scheduled day for teachers.
98	2.	Compensation
99		Hourly set annually by the Board.
100	3.	Method of Compensation
101		Monthly, 10 th of each month.
102	4.	Hours of Employment
103		40 hours per week.
104	5.	Holidays
105		None paid except relating to Weather such
106		as Snow Days i.e. actual work time lost due to weather related school closing.
107	7.	Insurance
108		Current employees receiving insurance
109		benefits are grandfathered as of the 2006-2007 benefits they were receiving, not
110		to exceed \$12,000 per year. New employees will have access to single health
111		coverage as set by the board.
112	8.	Professional Leave
113		Approved by Superintendent
114	9.	Personal Time Off (PTO)
115		13 days, time approved by Supt.

109 **Instructional Paraprofessionals**

110	1.	Length of Employment	Set by Superintendent
111	2.	Compensation	Hourly set annually by the Board.
112	3.	Method of Compensation	Monthly, 10 th of each month.
113	4.	Hours of Employment	Set by Superintendent.
114	6.	Holidays	None except relating to Weather such as
115		Snow Days i.e. actual work time lost due to weather related school closing.	
116	7.	Insurance	As determined by the Board.
117	8.	Personal Time Off (PTO)	3 days.
118	9.	Professional Leave	Approved by Superintendent
119	10.	Sick Leave	5 per year cumulative to 15.

121 **Part Time Classified Staff**

122	1.	Length of Employment	Set by Superintendent.
123	2.	Compensation	Hourly set annually by the Board.
124	3.	Method of Compensation	Monthly, 10 th of each month.
125	4.	Hours of Employment	Hours and schedule may vary
126	6.	Holidays	None.
127	7.	Insurance	None provided when working fewer than 30
128		hours per week.	
129	8.	Personal Time Off (PTO)	3 days equivalent to FTE
130	9.	Professional Leave	Approved by Superintendent
131	10.	Sick Leave	5 days per year equivalent to FTE,
132		cumulative to 15 days	

135 **Physical Exam**

- 136 1. Any non-certified school employees who are required to do so by law must have
137 a physical examination.

- 138 2. Required physical exams will be paid for by the district and a written notice given
139 to the superintendent previous to September 1 of the ensuing year.
140 3. The physical from a doctor may be specified by the board on a proper form to be
141 provided by the superintendent.
142 4. If the employee wishes to go to a doctor other than the one specified by the
143 board, the expenses will not be borne by the district.
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145 **Attendance**

- 146 1. All non-certificated hourly employees are expected to report to work, based on
147 their assigned scheduled, in a regular and timely fashion.
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151 Approved: August 22, 2006

152 Reviewed: October 9, 2012; June 10, 2015; October 11, 2016; June 13, 2017; November
153 13, 2018; August 14, 2019

154 Revised: November 13, 2007; June 10, 2015; October 11, 2016; June 13, 2017;
155 November 13, 2018; August 14, 2019