

## **4040**

### **Employment Terms for Classified Staff**

**If you have set out the terms of employment for classified staff in a staff handbook or individual staff contracts you do not need to adopt this policy**

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

#### **Head and Assistant Custodian**

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; 3 weeks after 3 years.  
Allowed 15 days of sick leave per year, cumulative to 40 days  
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, the Fourth of July and Memorial Day

#### **Superintendent's Secretary**

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; 3 weeks after 3 years.  
Allowed 15 days of sick leave per year, cumulative to 40 days  
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, the Fourth of July and Memorial Day

#### **Principal's Secretary**

Employed on an hourly basis only as needed  
Allowed 5 days of paid sick leave, cumulative to 15 days  
No paid holidays are granted for this position  
Allowed 2 personal days per year

#### **Cooks**

Employed during the school term only  
Allowed 5 days of paid sick leave, cumulative to 15 days  
No paid holidays are granted for this position  
Allowed 2 personal days per year  
Paid from the Hot Lunch Fund

#### **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 set each year at the regular April school board meeting.

**Paraeducators**

Employed on an hourly basis only as needed

Allowed 5 days of paid sick leave, cumulative to 15 days

No paid holidays are granted for this position.

Allowed 2 personal days per year

**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: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_