

CLASSIFIED PERSONNEL

402.1

Classified Personnel

The primary role of classified personnel is to support and enhance the efforts of the certificated staff. The board of education provides for the following classified employees:

1. Transportation personnel
2. Clerical personnel
3. Custodial personnel
4. Food service personnel
5. Teacher Assistants

The number of employees in each supportive area shall be determined by the superintendent, with the assistance of his staff, who shall make recommendations to the board for approval.

All non-certificated employees are at will employees and all are positions and assignments which do not legally require an endorsement or certificate from the Nebraska Department of Education are on an at will basis. Nothing in board policy or administrative practices shall be intended to create or be a contract between the school district and the non-certificated employee.

The school district has the right to re-assign or terminate non-certificated employees at any time without cause, without prior disciplinary action, irrespective of the lack of any evaluation or the presence of any prior evaluation.

■ Full –Time Employees

A full-time classified employee is one who works a minimum of 35 hours per week for twelve months per year at the same position.

■ Employment

The employment of capable persons shall be the responsibility of the superintendent or his designee, who shall also be responsible for orientation, supervision, evaluation, retention, or release of classified personnel. Release of classified personnel should be done with two weeks notice from the superintendent or his/her designee.

■ Condition of Employment

Classified employees are subject to all applicable policies of the board and the administrative rules and regulations that may apply.

No acts of discrimination in hiring practices shall be made because of race, color, creed, religion, national origin, sex, or marital status. Assignment and duties shall be at the discretion of the superintendent or his/her designee.

The superintendent or his/her designee can transfer classified personnel according to his/her judgement.

■ Insurance

All employees are covered with workman's compensation insurance.

Clerical personnel, Custodial personnel, Food Service Director, Transportation Director, or other full-time employees who work at least 40 weeks per school year are eligible to participate in the district's health insurance program. The district will pay 100% of the cost of the district's single health insurance premium.

The Bookkeeper/School Board Secretary will receive a full family health insurance benefit provided by the school district.

■ Vacations

After the anniversary date of the first full year of employment, full-time classified employees will receive a paid vacation period of 40 hours. After the anniversary date of the second full year of employment and each year thereafter, the employee will receive a paid vacation period of 80 working hours.

This vacation time is non-accumulative and must be approved by the superintendent or his/her designee.

■ Holidays

The following days are determined as paid holidays for full-time classified personnel.

1. New Years Day
2. Memorial Day
3. July 4<sup>th</sup>
4. Labor Day
5. Thanksgiving Day
6. Christmas Day
7. Additional days will be approved by Superintendent as deemed appropriate.

The following days are determined as paid holidays for secretarial staff who work an 8-hour position for 10 months.

1. New Years Day
2. Memorial Day
3. Labor Day
4. Thanksgiving Day
5. Christmas Day

■ Evaluation

Each classified employee is to be evaluated in writing by an administrator or supervisor at least once a year.

■ PTO (Paid Time Off)

All regular classified personnel shall be granted 8 PTO days annually accumulative to 60 days. A regular classified employee is one who works for the district for at least 9 consecutive months per school year. If they are part-time the sick leave is prorated to the time they spend on the job.

Any of the annual 8 PTO days that are unused during that employment year will be transferred to the individual employees "bank" of a maximum of 60 days and can be used only for illness.

PTO days may be used for any reason, illness or personal. An employee will not be granted more than 2 consecutive PTO days unless it is for illness.

PTO days, unless for illness, may not be taken immediately before or following a scheduled vacation period.

Any employee who has accumulated 60 days of PTO prior to the start of the school year will be paid for half of the days over 60 at the end of that same school year. They will be paid the per diem rate of a beginning employee for the position they occupy.

■ Bereavement Leave

All Classified employees may be granted bereavement leave at the discretion of the Superintendent.

■ Salary

The salary for Classified Employees will be recommended by the Superintendent of Schools and approved annually by the Board of Education. The Superintendent may begin an employees salary at the level he/she feels necessary. After one calendar or school year of employment Classified Employees will receive a longevity raise. Merit raises may be given once annually in a lump sum.

Adopted: August 8, 2005

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Revised: October 14, 2013