

**4040**  
**Employment Terms for Classified Staff**

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

**Head Custodian**

Employed on a 12-month basis  
Provided appropriate level of Employee-Family coverage insurance  
Allowed 5 days of paid vacation during your first year of employment, 10 days from years 2-9, then 15 days after 9 years, cumulative to 15 days.  
Allowed 10 days of paid sick leave per year, adding one more day for every year employed, up to 15 days, cumulative to 45 days  
Allowed 3 days of paid personal leave per year, these days do not accumulate  
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, the Fourth of July and Memorial Day

**Business Manager**

Employed on a 12-month basis  
Provided appropriate level of Employee-Family coverage insurance  
Allowed 5 days of paid vacation during your first year of employment, 10 days from years 2-9, then 15 days after 9 years, cumulative to 15 days.  
Allowed 10 days of paid sick leave per year, adding one more day for every year employed, up to 15 days, cumulative to 45 days  
Allowed 3 days of paid personal leave per year, these days do not accumulate  
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, the Fourth of July and Memorial Day

**Lunch & Activities Secretary**

Employed on an hourly basis only as needed  
Offered Employee/Spouse coverage insurance, if declined, employee is given cash in lieu  
Allowed 5 days of paid vacation during your first year of employment, 10 days from years 2-9, then 15 days after 9 years  
Allowed 10 days of paid sick leave, cumulative to 45 days

Allowed 3 days of paid personal leave per year, these days do not accumulate

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

Allowed 2 personal days per year

*Prior agreements allowed per superintendent's approval on an individual basis*

### **Principal's/AD Secretary's**

Employed on an hourly basis only as needed

Offered paid single coverage insurance, if declined, employee is given cash in lieu

Allowed 5 days of paid vacation during your first year of employment, 10 days from years 2-9, then 15 days after 9 years

Allowed 10 days of paid sick leave, cumulative to 45 days

Allowed 3 days of paid personal leave per year, these days do not accumulate

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

Allowed 2 personal days per year

### **Federal Programs**

Employed on an hourly basis only as needed

Offered paid single coverage insurance, if declined, employee is given cash in lieu

Allowed 5 days of paid vacation during your first year of employment, 10 days from years 2-9, then 15 days after 9 years

Allowed 10 days of paid sick leave, cumulative to 45 days

Allowed 3 days of paid personal leave per year, these days do not accumulate

### **Cooks**

Employed on an hourly basis only as needed

Offered paid single coverage insurance, if declined, employee is given cash in lieu

Allowed 10 days of paid sick leave, cumulative to 45 days

Allowed 2 days of paid personal leave per year, these days do not accumulate

Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, and Easter

Paid from the Hot Lunch Fund

**Para Educators**

Employed on an hourly basis only as needed  
Offered paid single coverage insurance, if declined, employee is given cash in lieu  
Allowed 10 days of paid sick leave, cumulative to 45 days  
Allowed 2 days of paid personal leave per year, these days do not accumulate  
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year’s Day, and Easter

**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.

**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: 1/11/16  
Revised on: 8-12-2020  
Reviewed on: \_\_\_\_\_