

**SUPPORT STAFF POSITIONS - Administrative Assistants,
Maintenance, Instructional Assistants, School Nurse**

Support staff are those employees who are not under a teacher's license issued by the Department of Public Instruction. Support staff includes aides, custodians, maintenance staff, paraprofessionals, secretarial/clerical positions, and any position that is considered an "hourly" or classified employee as defined under the Fair Labor Standards Act. Employees under this policy are considered "at-will" and employment is not considered renewing or continuing. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the School District or the employee or as otherwise provided.

Salary and Hours

The salary for all Support Staff positions is to be determined at the time of employment and subject to revision at periodic intervals.

Full-time 12-month Employees are defined as employees with an assignment of 8 hours or more per day, 5 days per week, 12 months per year (220 or more days).

Full-time School-Year Employees are defined as employees with an assignment of 8 hours or more per day, 5 days per week, work the approximately 10 months of the school year (180 days to 219 days).

Part-time Employees are defined as employees with an assignment of less than 30 hours per week, most of whom work just during the school year or are seasonal employees.

Responsibilities and Duties

Support staff personnel are directly responsible to members of the administrative staff and shall carry out the duties assigned to them.

Major Medical Insurance

Major medical insurance is available to support staff employees that work thirty (30) or more hours per week. The School Board pays 90% of the premium.

Vacation

Full-time 12-month employees qualify for vacation. Vacation allotments should be used between July 1 and June 30 and may not accumulate from one year to the next. Support staff may be reimbursed for current year unused and unscheduled vacation leave as of March 1, with the payment to be made during Spring Break. Vacation times are to be determined by the District Administrator.

- a. One week vacation after having completed one year of service prior to August 1.
- b. Two weeks vacation after having completed two to ten years of service prior to August 1st.
- c. Three weeks vacation after having completed eleven to nineteen years of service prior to August 1st.
- d. Four weeks vacation after having completed twenty or more years of service prior to August 1st.

Overtime Compensation

Any hours over 40 hours per week will be compensated at time and one half or 1 ½ to 1.

Employees may not, under any circumstance, exceed their assigned work hours unless explicitly authorized by the District Administrator or their designee. Even with authorization, part-time employees may not work more than an average of 29.5 hours per week, utilizing a 42 week “look-back” period. It is the responsibility of the employee to monitor all hours worked. Working unauthorized hours and/or exceeding the weekly limit will result in disciplinary action up to and including termination.

Compensatory Time: The District abides by the Fair Labor Standards Act (FLSA) for issues related to compensatory time. As a general rule, employees are to work their regular scheduled hours without deviation. Any changes in a work schedule or hours worked must be approved in advance by the supervising administrator. Compensatory time, if any, must be accommodated for during the work week in which it occurs and cannot be accumulated. Compensatory time cannot be carried over two fiscal terms.

Paid Holidays

Full-time 12-Month Employees will be entitled to 8 paid holidays per year (the Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, New Years Day and Memorial Day).

Full-time School-Year Employees will be entitled to 2 paid holidays per year (New Years Day and Memorial Day).

APPROVED: March 10, 2003

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