

SUPPORT STAFF

Persons employed in positions not requiring teaching or administrative or other professional certification will be known as “classified employees”. Reference may also be made to this classification as “support staff” or “non-certified staff”.

Nothing in this policy shall be construed to be a contract between employer and employee. Additionally, this policy is not be construed by any employee as containing binding terms and conditions of employment. The school district retains the absolute right to terminate any classified employee, at any time, with or without good cause.

The Board recognizes that the noncertified staff plays an important role in the total educational process. The Board has a history of being as supportive of its noncertified staff as it is with certificated administrators and teachers. Its personnel policies will reflect this philosophy.

Support staff positions in the district will be established initially by the Board.

Job descriptions setting forth qualifications and responsibilities for each staff position will be prepared and kept up to date. The Board will approve those for administrative and supervisory personnel on the support staff.

The superintendent or his designee will maintain a coordinated set of all job descriptions.

The following definitions will apply to noncertified personnel:

- **Support Staff** – Employees who do not need teaching or supervisory/administrative certificates in order to hold their positions.
- **Permanent Full Time** – Employees who work 30 or more hours per week during their work year. The scheduled work year must be more than 120 days in length.
 - New employees reasonably expected to work full-time will be offered coverage on the first date of the month following employment.
- **Permanent Part Time** – Employee averaging less than 30 hours per week during their work year. The scheduled work year must be more than 120 days in length.
- **Seasonal/ Temporary** – The term *seasonal employee* means an employee who is hired into a position for which the customary annual employment is six months or less.
 - Not all employees with working less than 6 months may be included in the *seasonal employee* category, as employment must also customarily occur at the same time each year.

- May include coaches that are not otherwise employees of the district and temporary groundskeepers
- Can never include substitute workers
- **Variable** – Based on the facts and circumstances at the employee’s start date; the district cannot determine that the employee is reasonably expected to work, on average, at least 30 hours per week. This category may also include a new employee expected to work initially at least 30 hours per week and is reasonably expected to work 30 hours per week for a period of “limited duration”. Because of the anticipated “limited duration” of the 30-hour work week, it cannot be determined that the employee is reasonably expected to work, on average, 30 hours per week over the initial measurement period.
 - Includes substitute teachers, substitute nurses, substitute bus drivers and other substitute workers

Adopted: June 9, 1998
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