**4040**

**Employment Terms for Classified Staff**

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

 **Full time Custodian**

 Employed on a 12-month basis

 Provided appropriate level of full coverage insurance

 Provided Single Dental Insurance

Allowed 15 paid vacation days, Unused vacation days on July 31, will be paid out in August at their current rate

Allowed 6 days of sick leave per year, cumulative to 30 days

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

2 Personal days – paid out if unused at $50 a day.

 **Part-Time Custodian**

Employed during the school year when students are in

 session.

 No health insurance is provided.

 Allowed zero vacation days.

 Allowed 6 days of sick leave per year, cumulative to 20

days

Allowed 2 personal days per year.Unused days on May 31, will paid out at $50 a day. It will be paid out in June.

**Davenport Office/Business Manager**

 Employed on a 12-month basis

 Provided appropriate level of full coverage insurance

 Single Dental Insurance

Allowed 15 paid vacation days, Unused vacation days on July 31, will be paid out in August at their current rate

Allowed 6 days of sick leave per year, cumulative to 30 days

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

2 Personal days – paid out if unused at $50 a day.

 **Bruning Office Manager**

 Employed on a 12-month basis

 Provided appropriate level of full coverage insurance

 Single Dental Insurance

Allowed 15 paid vacation days, Unused vacation days on July 31, will be paid out in August at their current rate

Allowed 6 days of sick leave per year, cumulative to 30 days

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

2 Personal days – paid out if unused at $50 a day.

 **Secretary**

Employed August 1 through May 31st

 Provided 75% appropriate level of full coverage insurance.

 Single Dental Insurance

 2 personal days -Unused days on May 31, will be paid

out in June at $50 a day.

 Allowed 6 days of sick leave per year, cumulative to 20

 days.

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

**Cooks**

 Employed during the school term only

 Provided appropriate level of full coverage insurance

 Single Dental Insurance

 Allowed 6 days of paid sick leave, cumulative to 20 days

 No paid holidays are granted for this position

Allowed 2 personal days per year - Unused days on May 31, will be paid out in June at $50 a day.

 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.

 **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 if applicable.

 **Non-Certified Substitute Pay**

 A substitute for a non-certified staff member will be paid on an hourly rate set each year by the school board. The rate is $15.00 an hour.

 **Paraeducators**

 Employed on an hourly basis only as needed

 Provided 75% appropriate level of full coverage insurance.

 Single Dental Insurance

Allowed 6 days of paid sick leave, cumulative to 20 days

No paid holidays are granted for this position.

 Allowed 2 personal days per year - Unused days on May 31, will be paid out in June at $50 a day.

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