

CLASSIFIED PERSONNEL HANDBOOK

I. DEFINITION OF NON-CERTIFICATED (CLASSIFIED) PERSONNEL

For the purpose of this reference manual the terms non-certificated and classified are synonymous. The terms refer to those individuals employed by the district who are not required to have a teaching/administrative certificate to qualify for the position. Either term can be used to include those persons employed by the school district in the following capacities:

1. Food service personnel
2. Instructional aides
3. Maintenance and custodial employees
4. Clerical employees
5. Transportation and mechanic employees
6. Summer maintenance employees

Job specifications and job descriptions shall be established by the School Administration for all positions that require classified personnel. All job descriptions and job specifications shall be approved by the Board of Education.

II. RECRUITMENT AND SELECTION

Recruitment and selection of classified personnel shall be the responsibility of the administration. The Superintendent shall have the authority to delegate recruitment and selection responsibilities to staff members. Names shall be presented to the School Board for approval. Selection shall be based upon the merits of the candidates, without regard to race, religion, sex, or age.

III. JOB CLASSIFICATIONS

Category A	Cooks
Category B	Instructional Aides, Transportation Aides, Temporary or Substitute Custodians and Food Service Managers
Category C	Educational Assistant Specialists/Extended Resource Aides (60 credits)
Category D	Custodians and Maintenance Personnel
Category E	Bus Drivers
Category F	Secretaries, Rural Secretaries, Food Service Coordinator, Non Certified Librarian, IDLA
Category G	Hearing Interpreter Specialist, Asst.Maintenance, Food Service Office Asst., Bookkeepers
Category H	Head Custodians
Category I	Admin.Asst, Accts. Payable, Spec.Ed Secretary, Dispatcher

*Supervisors are not on the salary schedule.
(Food Service, Maintenance and Transportation)

COOKS

Hourly rate x days x #hr/day

INSTRUCTIONAL AIDES

Hourly rate x days x 7 hour day.

CUSTODIANS/MAINTENANCE

New hires turn in time sheet (at 1st step on schedule).

Existing full-time are paid on hourly rate x 2080hrs. for 12 months.

SECRETARIES

12 – month Hourly rate x hours x days

10 – month Hourly rate x hours x days

9 – month Hourly rate x hours x days

Sp. Ed. (BV) Hourly rate x hours x days

HEAD CUSTODIANS

New employees turn in time sheet (at 1st step on schedule) existing full time all are paid on hourly rate x 2080 hrs.

MECHANICS

Full time (12 month) salaried @ hourly rate x 2080 hrs.

Part time will turn in their hours on time sheets.

TRANSPORTATION/ FOOD SERVICE/ MAINTENANCE SUPERVISORS
DISTRICT OFFICE STAFF

Are not on salary schedule. Their salaries are determined by Administration, School Board with raises determined by approval of Board.

IV. COMPENSATION

A. EQUAL PAY PROTECTION

Employees shall be paid equal pay on jobs within a given category as state in the district salary schedule.

B. PAY CHECKS

Full time employees will be paid by twelve (12) checks. Payday will be on the 26th day of each month. Payday in December will be the last teacher workday of the month.

The rate of pay received will be based on the category of the salary schedule for the position.

The hours worked by part-time employees paid by the hour are reported to the supervisor on or before the 15th of each month. Each month the supervisor must sign the time sheet and deliver to the payroll clerk.

C. EXPERIENCE

The District will consider out of district experience on the salary schedule with approval of the Superintendent. Under most conditions the employee will be placed on Step 1 of the salary schedule.

V. AT-WILL EMPLOYEES

Non-certificated personnel will be hired based upon their qualifications *without regard to race, religion, sex or age* and are at-will employees.
Policy 471

Recruitment and selection of non-certified personnel shall be the administration's responsibility, and the superintendent may delegate recruitment and selection of responsibilities to staff members.

The board of trustees shall approve hires on non-certificated personnel.

VI. EMPLOYEE BENEFITS (paid by District)

A. INSURANCE

1. Medical, dental and optical insurance is provided to the full-time employee working twenty (20) hours or more per week.
2. Term life insurance in the amount of \$50,000 is provided for each Employee working Twenty (20) hours or more per week.

B. ACCIDENT COVERAGE (on the job)

Accidents as a result of employment shall be covered under the State Accident Insurance Fund, and in most cases such injuries are compensable. The employee shall report to his/her supervisor and file a report of all injuries received on the job as soon as possible, but no later than ten (10) days following the accident.

C. PAYROLL DEDUCTIONS (voluntary)

Employees may authorize other voluntary payroll deductions, such as family health, dental, vision insurance premiums, credit union, cancer, intensive care insurance, etc.

PAYROLL DEDUCTIONS (mandatory)

1. Public Employees' Retirement System
2. Federal Social Security Act (FICA)
3. Federal Withholding Tax
4. State Income Tax Withholding

D. RETIREMENT

In accordance with State Law, at retirement, unused sick leave is used to provide continuation of insurance benefits.

If an employee leaves public service without retiring, all contributions, with earned interest, are refundable. An employee does not receive any portion of the employer's contributions when he or she leaves public employment prior to retirement and withdraws accumulated contributions.

E. COMPENSATION

1. The salary schedule adopted by the Emmett School District Board of Trustees provides for the classification of all employees according to the nature of the work they perform. This schedule does not constitute a contract with any employee. The board of trustees will establish salary schedules for non-certificated positions in the school system. Following the adoption of any schedule, the administration will use that schedule as a guide in employing and compensating non-certificated employees.

F. MILEAGE

All district employees using private vehicles for district business will submit a mileage form to the District Office for reimbursement. Mileage forms shall be signed by his/her immediate supervisor. Mileage reimbursement is established according to the State adopted rate.

VII. EVALUATION OF NON-CERTIFICATED EMPLOYEES

The superintendent will be responsible for the continuous evaluation of the non-certificated employees of the district.

Supervisors of non-certificated employees will submit such evaluations in writing to the superintendent in such manner and at such times as may be determined by the board of trustees and/or the superintendent.

VIII WORK ASSIGNMENTS

The School District reserves the right to determine the location and hours of work that will constitute the employees' assignment.

The school principal and head custodian shall recommend the number of employees needed to take care of his/her building. The school principal along with the head custodian shall establish the various jobs that must be performed, and the frequency of performance and the time needed for each job.

The principal shall always be consulted about proposed schedules and shall be given an opportunity for input, which will help produce the best schedule for his/her school.

IX. TRANSFERS

Employees will be notified of open positions that may become available within the district. All jobs will be posted for a minimum of five (5) days at each work site.

Employees who desire to apply for open positions may file a letter of intent or application of such desire to the district office. Any employee who meets the qualifications and performance criteria for the position shall be given consideration for the position by the employing supervisor.

X. LEAVE

A. SICK LEAVE

Each non-certified full-time nine (9), ten (10), eleven (11), and twelve (12) month employee is entitled to one (1) day per month of sick leave, without any pay deduction for each month he/she is on duty during that year. The unused portion of such allowance shall accumulate from year to year.

Employees shall be allowed to use sick leave when such absence is due to illness of their parents, spouse, children, or dependents.

Accumulated sick leave days will be certified to the Public Employment Retirement System (PERSI) upon retirement for insurance calculation purposes.

EXTENDED SICK LEAVE REQUESTS

If a classified employee as a result of a disability resulting from illness or injury, exceeds their sick leave accumulation and have used all their personal leave days, may request in writing to the Superintendent, authorization to ask other employees for additional days. The purpose is to alleviate economic hardship brought upon an employee by physical disability resulting from illness or injury.

The request from the employee to the Superintendent must be in writing stating the number of days needed and the extent of the injury or illness. (A maximum of 5 days per classified employee can be given per incident)

B. BEREAVEMENT

Each full time employee will be entitled to five (5) days of bereavement leave, per occurrence, for the death of a member of the immediate family. Immediate family includes father, mother, brother, sister, husband, wife, son, daughter, grandfather, grandmother, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law and grandchild, niece, nephew and step-children.

C. PERSONAL LEAVE

Each full time employee will be allowed one (1) personal leave day per quarter of year employment, with a maximum of three (3) days for nine month employees and four (4) days for twelve month employees per school year. This leave will not be deducted from sick leave. The three or four days may be carried into the next year, allowing a maximum of nine (9) accumulated days.

Days will be granted under the following guidelines:

1. Personal leave will be granted upon a first come first serve basis with each building administrator.
2. Requests for up to three (3) days of leave must be presented to the supervisor/principal in writing at least two (2) full days before the requested release time. Requests for four (4) or more days leave must be presented to the principal in writing at least 14 calendar days before the requested release time.
3. In event of an emergency, the notification time will be waived; however, verification that an emergency existed may be requested.
4. Requests for personal leave days discouraged during testing periods and professional development days.

Payroll deductions for personal absences not specifically authorized in the district's policies be calculated on the basis of the individual's prorated salary for each day absent.

XI. TEMPORARY LEAVES OF ABSENCE

A. JURY DUTY / COURT APPEARANCES

Temporary leaves of absence without school salary reduction may be granted for jury duty and/ or court appearances. In the event of court appearances the employee must be judged innocent. In the event of jury duty, court remuneration, less actual expenses, will be signed over to the School District.

B. MILITARY LEAVE

A notice containing the rights and benefits available to employees on military duty under the Uniform Service Employment and Reemployment Act (Veterans Benefits Improvement Act of 2004) shall be posted in the district office or other locations where such notices are customarily placed.

Policy 409

XII. VACATIONS

The following is the school district policy governing vacations for full-time (12 month) classified employees. Each twelve (12) month employee is entitled to paid vacation earned as follows: Completed one to three years employment – five (5) days; completed four to seven years employment – ten (10) days; completed eight to fifteen years employment – fifteen (15) days; completed sixteen years or more – twenty (20) days.

During the first year of employment entitlement will accrue at the rate of three and one half (3 ½) hours (up to a maximum of 40 hours) for each full month worked.

Vacations are not accumulative from year to year. They must be taken within the year of service. Vacations are encouraged to be taken during the non student days (Spring Break, Christmas Break and summer) and if conflicts should arise, according to seniority.

The vacations are to be arranged with the administrative office in writing and the request is to be received at least (2) weeks before the requested release time. Dates of vacations should be arranged with supervisors.

XIII. HOLIDAYS

The following are holidays: Labor Day, Thanksgiving, Christmas, New Year's Day, Memorial Day, Martin Luther King Day, Presidents Day (effective 06-07 school year). and Independence Day. Other Holiday days shall be identified each year and approved by the Superintendent.

Paid holidays shall be identified each year and approved by the Superintendent.

XIV. EXTRA-DUTY HOURS FOR NON-CERTIFICATED EMPLOYEES

All employees are identified as either exempt or non-exempt. Non-exempt employees must have overtime pre-approved by his/her supervisor.

Policy 475

Non-exempt employees who work in excess of 40 hours in any workweek shall be paid 1 ½ times the regular hourly wage or given compensatory time equal to 1 ½ times overtime hours actually worked. As a general rule, when non-exempt employees in the Emmett School District work overtime, they will be compensated for overtime hours worked in the form of comp time. Comp time must be taken within one month of overtime being awarded.

XV. PERSONNEL RECORDS

The employee's personnel file will be housed at the District Office. Included in the file should be the following:

1. Application
2. Payroll records
3. Physical (if required for job)
4. Performance Appraisal's from Supervisors

XVI. JURY DUTY

Any employee called for jury duty must submit a copy of the notification letter to his or her supervisor. All employees serving on jury duty will receive paid leave from the district. In the return, the employee must give the jury duty stipend to the district.

XVII. RETIRED EMPLOYEE HEALTH INSURANCE

Full-time employees of District #221 will be provided Retirement Health Insurance (as described in Idaho Code 33-1228).

The District shall provide for each employee a statement signed by the Superintendent verifying the number of unused sick leave days accumulated since July 1, 1976.

XIII. WORKMEN'S COMPENSATION INSURANCE

All employees within the School District are covered by Workmen's Compensation Insurance for bodily injury disease or death caused by accident arising out of and in the course of their employment. The District is required to carry this insurance with the State Insurance Fund. Notice of injury shall be reported to the Principal/Supervisor of the accident. A claim for compensation must be prepared by the Principal/Supervisor and submitted too the district office, which will forward the claim to the State Insurance Fund for approval.

XIX. TERM LIFE INSURANCE

The District shall provide Term Life Insurance in the amount of fifty thousand dollars (\$50,000) for each employee working full-time.

XX. SOCIAL SECURITY

All Idaho employees are covered by social security, membership is mandatory. Employees become eligible for benefits as soon as they qualify.

XXI. RETIREMENT SYSTEM

The Idaho Public Employee Retirement System is mandatory but contingent on being an employee of the state, or one of its participating political subdivisions, in a job or position where service is in excess of twenty (20) hours per week and a minimum of twenty six (26) weeks in a calendar year is performed.

All new employees must complete the necessary retirement forms available in the district office.

XXII. SERVICE TIME RETIREMENT

Any professional employee hired on or before February 1, 2006 who has been a full-time member of the Gem County School District No. 221 for five (5) or more consecutive years may, if last employment was by School District No. 221, apply to the Board for Merit Service Time Pay which the Board shall grant at the maximum rate of .002 of the current year's professional employee base salary for each year of service in District No. 221. Such Merit Service Time remuneration will be paid at the same time as the professional employee starts receiving other

public educational retirement benefits. It will be the responsibility of the professional employee to have certified to School District No. the date on which the other public educational retirement benefits will commence.

XXIII. CONTROLLED SUBSTANCE & ALCOHOL FREE WORKPLACE

The Board of Trustees of School District No. 221 hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited in the workplace. The workplace is defined as on the premises, property, during school activities or while on school business outside the boundaries of School District No. 221.

All employees are to be notified that as a condition of employment they are required to abide by this policy. Any employee convicted of any criminal drug statute occurring in the workplace, as defined above, shall be subject to disciplinary actions up to and including termination by School District No. 221.

Policy 403

XXIV. SMOKE FREE WORKPLACE

Smoking is prohibited in public or private elementary or secondary school buildings and educational facilities and within 20 feet of entrances and exits of such buildings or facilities. IDAHO CODE §§ 39-5501 et seq. (2007). 395502

Policy 412