

Support/Classified Staff

Note: Policies and regulations in this GD section (Support Staff) pertain to classified and non-licensed staff and cover all categories of clerical personnel, food services personnel, maintenance and custodial personnel, etc.

Definitions

1. A *full-time* classified employee is one who works a 40-hour, five-day week.
2. A *part-time* classified employee is one who works less than eight hours but at least four or more hours per day on a regular basis.
3. A *limited part-time* classified employee is one who works less than four hours per day in a regular position.
4. A *short-term* classified employee is one who is employed to perform a service for the district for not less than one month nor longer than 195 working days, including holidays, sick leave, vacation and other leaves of absence, upon the completion of which the service will not be extended or needed on a continuing basis, or who performs seasonal or emergency work.
5. An *hourly* classified employee is one who is employed for less than one calendar month, a full-time day student employed part-time, a day-to-day substitute or a noon supervisor.
6. A *substitute* classified employee is one who takes the place of an absent employee for less than 30 calendar days. Effective the first day following the first 30 days of a single assignment, a substitute employee shall be classified as a *long-term substitute*.

NOTE: This policy is not required by law. In addition, the Board should be careful when adopting policies related to classified staff in order to preserve the "at will" status of these employees. Please consult with the school attorney before making any revisions to this policy. You should also review all policies in the GD section, as well as employee handbooks and other statements and documents, to ensure a consistent approach in this area. Contrary assertions in handbooks, contracts, and other writings or made verbally can create serious problems for a school district defending itself against a due process claim.