

Board Policy

The Board of Trustees of the Shelley Joint School District No. 60 recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in each classified person as an individual and recognizes a responsibility for promoting the general welfare of the staff.

Suggested Implementation Guidelines**A. Definitions**

1. Classified Personnel: Employees who are in a position which does not require a State teaching certificate. Some examples are teacher's aides, office secretaries and clerks, custodians and maintenance employees, food service employees, business managers, nurses, bus drivers, mechanics, etc.
2. Immediate family member: (for bereavement leave) Employee's spouse, children, parents, brothers, sisters, grandparents, grandchildren, mother-, father-, sons-, and/or daughters-in law.
3. Others: Shall be defined as extended family not listed above, friends, and neighbors.

B. Procedures:

1. Recruitment: An outstanding educational program is dependent upon the employment and retention of the best-qualified personnel. This shall be accomplished by giving careful consideration to qualifications and by providing salary schedules, adequate facilities and good working conditions. Persons already on the staff shall be given first consideration in filling any vacancy for which they are qualified.
 - a) Overall recruitment and recommendation is the responsibility of the Superintendent. General staff recruitment and recommendations for employment shall be the responsibility of each building principal for his/her school, or director for his/her department.
2. Application Procedures:
 - a) District application form shall be completed and submitted to the district office.
 - 1) Application forms shall be screened by administrative personnel.
 - b) A limited number of applicants shall be selected to interview for each position available. The Superintendent and/or principal/director involved shall determine which applicants shall be interviewed.
3. Selection Procedures: The following factors shall influence the selection of personnel: training and experience, professional competence, personality and compatibility, suitability for position, professional attitude, and references.

4. Employment of Personnel: No discrimination against any person as to race, creed, religion, color, national origin, sex, age, marital status or disability (if it does not prevent the person from fulfilling job requirements), shall prevail in the selection, retention or promotion of personnel. The unalienable rights, civil and personal, shall be safeguarded at all times.
 - a) This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in the job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District as long as employment continues.
 - b) In performance of their duties, all personnel shall be expected to show evidence of efficient service to the school system as determined by the building principal or immediate supervisor when judged against job description standards.
 - c) Classified employees working as paraprofessionals (instructional aides) in the district must be ‘highly qualified’ according to the No Child Left Behind Act. In order to merit highly qualified status, the paraprofessional must either hold a valid two year college degree, hold an Associates Degree, or pass the Praxis for paraprofessionals.
5. Working Year: The classified personnel working year shall be determined by job classification and set by the board and administration. Job descriptions for each classification are on file in the district office.
6. Working Day: The classified working day shall be determined by job classification and set by the board and administration, but in no case shall it exceed eight (8) hours per day.
7. Assignment: Classified personnel shall be assigned on the basis of their qualifications and the needs of the district.

C. Benefits

1. Social Security: Social Security covers all employees. Premiums are deducted from employee pay.
2. Workman’s Compensation: All employees are covered by the Workman’s Compensation Act, which provides coverage for injury, accident or illness incurred while the employee is on-the-job.
 - a) In case of injury to an employee of the district while on-the-job, notice of the injury shall be reported to the district office as soon as possible.
 - 1) Claim forms for compensation shall be prepared by the employee and submitted to the district office. These forms are available at the district office.
3. Salary Payment Schedule: All personnel are paid by district direct deposit or monthly checks by choice of the employee on the 20th of the month. If the 20th

of any month falls on a weekend or holiday, payment is made on the last working day preceding the 20th. If a classified employee leaves the district, arrangements for final settlement regarding salary payments shall be made with the Superintendent.

- a) There shall be no salary advances.
 - b) The district does not loan money nor buy personal items for personnel and deduct money from paychecks.
 - c) The district is bound by court order and may be compelled to garnish wages as a result of a court decision.
4. Retirement: All employees of Shelley Joint School District No. 60 who qualify are members of the Public Employee Retirement System. To qualify, an employee must work twenty (20) hours or more per week for five (5) consecutive months.
- a) An individual normally working twenty (20) hours per week or more who is hired with the expectation of working less than five (5) months, from whose salary contributions have not been withheld, becomes immediately eligible for membership whenever it becomes evident the period of employment shall extend to five (5) consecutive months or longer. Employee contributions shall be withheld and forwarded when the status becomes clarified and proper adjustments made to forward delinquent employee and employer contributions due from the first employment date.
5. Personal Leave: Those classified employees qualifying for full benefits will receive five (5) days of personal leave each year. Personal days shall be dealt with as follows: 1) Up to two (2) personal days shall carry forward to the next year; 2) After Step 1, up to two (2) days shall be paid out using the substitute pay scale for whole/half days. Any personal days left after these two steps shall be lost. No employee may have no more than seven (7) personal days available at one time. Bus drivers also receive five (5) personal days.
6. Sick Leave: Those classified employees qualifying for full benefits will be granted the following sick leave: full time year-around employees: thirteen (13) days; cooks, aides and school secretaries: ten (10) days. Unused sick leave days may be accumulated from year-to-year to a total of 180 days.
- a) Sick leave pay will not be allowed if pay is received from another source for the same day.
7. Bereavement Leave: Each employee will be granted up to three (3) days bereavement leave for an immediate family member and one (1) day for others.
8. Vacations: All full-time classified personnel who are employed for twelve (12) months during the year will have two (2) weeks paid vacation. After eight (8) years of continuous service in the school district, three (3) weeks of paid vacation will be granted. The classified employee must have prior approval by his/her supervisor before scheduling vacation time. Classified employees cannot carry over vacation days from a previous year. Vacation days granted for a fiscal

year must be taken between July 1 of the current year and July 31 of the next year (a thirteen [13] month time span). As of August 1, no classified employee shall have more than his/her yearly granted vacation days to use. Because of the nature of their work, custodians shall take vacation days when students are not in attendance, i.e., June and July, spud harvest, Christmas vacation and spring break. In order to be able to clean all buildings during the summer break, only one week of a custodian's vacation time shall be taken in June or July.

Exceptions may be granted in extraordinary circumstances.

9. Health, Accident, and Group Life Insurance: Those classified employees qualifying for benefits will be allowed to participate in the cafeteria plan up to the amount determined by negotiations, which is to be used toward purchasing insurance as provided in the district cafeteria plan. Benefits will be granted on a pro-rated basis to an employee who works twenty (20) hours per week or more.
10. Jury Duty: Any employee who is summoned will be allowed leave to serve as a juror or attend court for prospective jury duty or service. His or her salary will not be deducted while in this service. Jury pay will be refunded to the district, less travel expense pay. See policy number 404.60, "Jury Duty."
11. Professional Meetings: Staff members may be authorized to attend national, state and regional meetings without loss of pay at the discretion of, and upon advance approval by the Superintendent. The Superintendent may reimburse such staff members from funds provided for this purpose for all or any part of the expenses of attending such meetings.
 - a) The Superintendent may request the staff member to report in writing the proceedings of such meetings or present to the rest of the staff what is learned.

D. Adjunct Information

1. Non-School Employment: Employees shall not at any time engage in any employment that would affect their usefulness as employees in the district, would make time and/or energy demands upon the individuals which would interfere with their effectiveness in performing their regular duties or would in any way conflict with assigned duties.
2. Political Activities: It is State Board policy that no local Board of Trustees shall prevent, threaten, harass or discriminate against any employee of the public schools should that person choose to run for any public office.
 - a) In connection with campaigning as a candidate for public office, it shall be considered contrary to school policy to use the facilities, equipment, or supplies of the school district nor is there to be any encroachment on the time of the workday. Any employee of Shelley Joint School District No. 60 who is elected to full time office will forfeit all pay while in term. The employee will be allowed to return to his or her position upon completion of their term-of-office without loss of tenure, fringe benefits, etc.

3. Snow Days/Emergency Closures: All employees are paid a monthly salary or an hourly wage. Snow days will not be deducted from salaried employees, but in the event the days must be made up, there will be no extra pay. Hourly employees will not be paid for snow days, but will be paid for make-up snow days.
4. Substitutes: Substitutes will be employed, if available, when full-time custodians take sick or personal leave. Substitutes for other full-time classified personnel will be employed if available and requested by their immediate supervisor.
5. Overtime/Compensatory Time: District policy does not permit overtime unless pre-approved. District Policy does not permit payment of overtime except under extraordinary circumstances, approved by the district business manager and the superintendent. Therefore, in accordance with Fair Labor Standards Act (FLSA), compensatory time will be granted for non-supervisory personnel. District policy grants one hour compensatory time for each hour worked over 40 hours per workweek. The district workweek is defined as Monday to Sunday. It will be the responsibility of the administrator/supervisor to record overtime worked and compensatory time taken. Compensatory time will not be carried over at the end of each pay period. It must be taken prior to the end of the pay period. The district defines pay period as a calendar month. Compensatory time not taken by the end of the pay period will be lost. Administrators/supervisors are required to ensure that overtime is worked only when absolutely necessary. Should an employee repeatedly violate the district overtime policy, the follow measures will be taken.
 - First Offense – Verbal warning
 - Second Offense – Written warning
 - Third Offense – Probation/suspension
 - Fourth Offense – Dismissal

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