

PERSONNEL

Certain Positions Designated as Full-Time Employee

As stated in Policy 4-1, a full-time employee shall normally be defined as a School Board employee who fills one hundred percent (100%) (or 1.0 FTE) of a budgeted Full-time Equivalency (FTE) position. Such employee's hours and workday shall be specified by the Superintendent/designee.

Certain position classifications are exceptions to this rule, and individuals in these positions may fill less than one hundred percent (100%) of a budgeted full-time equivalency position and still be considered full-time employees, as defined herein. The FTE may range from fifty percent (50%) (or .5 FTE) to less than one hundred ninety percent (<1090%) (or .999 FTE) depending on the classification.

A. Bus Drivers, Bus Assistants, and Food Service Workers

Bus Drivers, Bus Assistants, and Food Service employees hired on or after September 5, 2007, who actually work twenty-five (25) hours or more per consecutive workweek (or .625 FTE) shall be considered to be full-time employees. Bus Drivers, Bus Assistants, and Food Service employees hired prior to September 5, 2007, will be grandfathered in at the original rate of who actually work twenty (20) hours per week for Bus Drivers/Bus Assistants and fifteen (15) hours per week for Food Service Employees shall be considered to be full-time employees.

B. Other positions (not Bus Drivers, Bus Assistants, and Food Service Workers)

All other position classifications not defined in A above working .5 FTE or greater with the exception of position classifications identified below, are considered to be full time employees:

— School Security Officers

The following positions qualify as full-time employees, provided the employee works the minimum FTE of the classification:

Position	Job Family	FTE to be Full-time
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Clinic Assistant	CLIN	.50
Custodian I, 12-month (night)	CUST	.50
General Assistant		.50
Library/Media Assistant		.50
P.E. Assistant		.50
Physical Therapist	OTPT	.50
Pre-kindergarten Teacher Assistant		.50
Programmer/Analyst	TECH	.50
Psychologist, 10-month		.50
School Social Worker		.50
School Counselor		.50
Teacher	TCHR	.50
Title II Resource		.50
Family Outreach Representative		.60
Reading Specialist		.60
School Nurse	NRSE	.60
School Office Associate II, 12-month		.60
School Security Officer		.60
Security Assistant	SEGR	.60
Security Assistant		.60
Speech/Language Pathologist	SPCL	.60
Foundation Transition Planner		.80
Interpreter		.80
Occupational Therapist	OTPT	.80

The School Division reserves the right to amend the list of exceptions at any time to meet operational needs.

Related Links

School Board Policy 4-1

School Board Policy 4-37

Approved by Superintendent: [July XX, 2023](#)

Chengxi Woodhouse