

DEFINITIONS FOR PERSONNEL POLICIES

When policy language is only applicable to certain classifications of employees, the following definitions shall apply:

- *Administrators:* Individuals who work in positions requiring an administrative credential from the North Dakota Department of Public Instruction (DPI) and any other positions otherwise specified by policy.
- *Ancillary or classified staff:* Employees working for the District on an at-will basis. Examples include, but are not limited to: paraprofessionals, secretaries, custodians, coaches, bus drivers, cooks, and Business Manager.
- *Full-time employee* is defined as a staff member working an average of 32 hours per week. All employees not meeting or exceeding this threshold are considered part-time. This definition shall apply except when superseded by the negotiated agreement or law (e.g., the Patient Protection and Affordable Care Act).
- *Licensed teachers:* Individuals who work in positions requiring licensure from the Educational Standards and Practices Board (ESPB), including, but not limited to: classroom teachers, librarians, and counselors.

End of Manvel School District #125 Policy DAB Adopted: 12/09/19