

**PERSONNEL**

**Designation as Full-Time Employee**

**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 shall be considered to be full-time employees. Bus Drivers, Bus Assistants, and Food Service employees hired prior to September 5, 2007, 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)**

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

<b>Position</b>	<b>FTE to be Full-time</b>
Clinic Assistant	.50
General Assistant	.50
Library/Media Assistant	.50
P.E. Assistant	.50
Physical Therapist	.50
Pre-kindergarten Teacher Assistant	.50
Programmer/Analyst	.50
Psychologist, 10-month	.50
<del>School Social Worker</del> <del>School Social Worker</del>	<del>-.50</del> <del>.50</del>
School Counselor	.50
Teacher	.50
Title II Resource	.50
Family Outreach Representative	.60
Reading Specialist	.60
School Nurse	.60
School Office Associate II, 12-month	.60
Security Assistant	.60
Speech/Language Pathologist	.60
<del>Foundation Transition Planner</del>	<del>-.80</del>
Interpreter	.80
Occupational Therapist	.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](#)

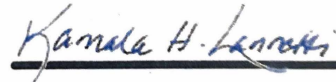
Adopted by Superintendent: August 8, 2023

Amended by Superintendent: March 15, 2024



3/15/2024

APPROVED AS TO  
LEGAL SUFFICIENCY



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