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PRACTICES AND PROCEDURES REGARDING CLASSIFIED STAFF

1. Hours

Work hours vary with the employee's department and position. Generally, all classified staff are required to report for duty on any day when students are in attendance. As a general rule, a full-time employee is expected to work eight to ten hours per day. A part-time employee is expected to work 29 hours or less in a week. (Dependent upon hours specified in individual work agreement). Some employees will occasionally be asked or required to attend meetings before or after their normal working hours. Employees will be paid for attending these meetings.

It is vital that the school district's employees arrive at work punctually and consistently. Employees who are chronically late or excessively absent will be disciplined, up to and including discharge.

Lunch breaks should be limited to thirty (30) minutes. Exceptions will pre-arranged by the building administrator.

2. Holiday Pay

Classified employees who regularly work 6 or more hours per day or 30 or more hours per week are eligible to receive holiday pay. Employees will only receive holiday pay for those holidays that occur within their contract dates, and for those hours, which they are regularly scheduled to work. Employees must be at work or on approved leave the regularly scheduled day before and after the holiday to be eligible for holiday pay.

If the district operates on a four-day school week, paid holidays include: New Year's Day, Good Friday, July 4th, Thanksgiving, Christmas Day.

If the school calendar has a holiday that is scheduled during a week with three (3) working days classified employees will be paid one holiday pay for the 4th day of that work week. If the calendar is scheduled to have four (4) working days during a week and the holiday falls on the 5th day of that week; no holiday pay will be paid.

If the district operates on a five-day school week, paid holidays include: New Year's Day, President's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas Day.

3. Personal Time Off

Classified employees will receive Personal Time Off (PTO) days of leave based upon years of service and type of employee. This time off may be used for sick leave, personal leave, and bereavement leave. When PTO is used, the employee should call his/her immediate supervisor or designee, as soon as possible. Prior notice is expected to be turned in one week in advance, if possible. Employees are responsible for filling and submitting their own Leave Request forms to the Central Office.

PTO is provided as follows:

Years of Service @ Conestoga	9 month employees	10-12 month employees
0-5 years	4 PTO days	6 PTO days
6+ years	5 PTO days	8 PTO days

PTO can be utilized in half-day increments.

Unused PTO Days

To the extent PTO is not used in any school year, up to two (2) unused PTO days can be carried forward to the next school year. At no time will the employee's PTO exceed their annual leave award plus two (2) days carried forward.

Excessive Absences

Classified employees who exceed the leave days will have pay deducted from their monthly payroll.

When employees exceed their PTO leave days awarded, the criteria below will need to be met.

Exceeded Days	Exceeded hours	Reaction	Reaction
1-4 days	7-35 hours	Payroll deduction	
5-7 days	35-50 hours	Payroll deduction	Employee will schedule a meeting with the superintendent before reporting back to duty
10 day	70+ hours	Payroll deduction	Scheduled meeting with superintendent

4. Vacation

Classified staff employed on a 12-month contract are eligible for paid vacation. Vacation shall be accrued on the following basis:

(12-month employees) Staff shall receive 10 days of vacation leave. Vacation leave will be taken in half or full day increments.

Staff hired after the beginning of the school year will have their vacation time pro-rated. Decisions of the superintendent in these calculations is final.

Classified staff will use their vacation leave during the non-school time days; such as holiday breaks and summer days.

5. Bereavement Leave

Staff shall be granted bereavement leave in case of death in the immediate family. In this case, immediate family shall include spouse, child, parent, grandparent, grandchild, mother or father-in-law, sister, brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law. Normal leave shall be considered to be three (3) days. Bereavement leave for an aunt, uncle, niece, or nephew shall be one day. In cases of extreme hardship, the Superintendent shall have the authority to grant additional days. Days used for bereavement leave for a death other than in the immediate family will either be deducted from accumulated personal leave or from the employee's salary.

6. Overtime and Compensatory Time

All classified employees of the district must keep an accurate record of all hours worked for the district. The only exceptions to this rule are classified employees who have been notified in writing that they are exempt from the time-keeping requirement. Employees should not work more than their contracted hours in a given week without the expressed permission of their immediate supervisors. Employees who accrue more than forty (40) hours in a given work week will receive overtime or compensatory time, pursuant to the board's policy.

7. Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work based on their positions:

Secretaries/ Administrative Assistants should not report to work unless specifically directed to do so by their supervisor or the superintendent.

Teacher Assistants should not report to work unless teaching staff are asked to report and /or directed to do so by their supervisor or the superintendent.

Food service employees should not report to work.

Custodians/ Maintenance employees should report to work unless specifically directed otherwise by their supervisor or the superintendent.

8. Cancelled School Days & Reporting to Work

Classified staff can receive up to 2 days of paid leave for school cancellation days due to inclement weather, if or when there has been excessiveness of missed work days that exceed 4 cancelled days of school. If there would be a "staff only reports" workday, during a cancelled school day, then all classified staff would need to report to work.

9. Benefits

A high deductible insurance plan selected by the District will be offered to employees who are regularly scheduled to work 29 or more hours per week. The plan will be offered at a minimal cost to the employee.

Up to a full family insurance plan selected by the District will be offered to 11 and 12 month full time (36 hour minimum) employees. The plan will be offered at a minimal cost to the employee.

Clerical & Teacher Assistants (Benefit is pro-rated to number of hours per contract)

\$100 per month (during months employee is on job; i.e., September through May for 9 month employees, every month for the 12 month employees) toward a tax sheltered annuity (TSA) or supplemental insurance. Paid by the district to plan chosen by the employee; money will not be paid directly to employee.

Custodial/Maintenance & Food Service (Benefit is pro-rated to number of hours per contract) Uniform replacement as approved with supervisor; not to exceed \$250.00; money will not be paid to employee.

Adopted on: 5/11/10

Revised on: 9/8/15; 7/11/17; 3/9/21, 6/7/24, 7/9/24

Reviewed on: