

GREAT FALLS PUBLIC SCHOOLS

2025 - 2026

NON-UNION

CLASSIFIED

HANDBOOK



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SPECIFIC OPERATIONAL INFORMATION

ABSENCES

Notification of Absences

It is extremely important that you notify your supervisor as soon as possible of any unanticipated absences so that, if necessary, alternate arrangements can be made. An absent employee must report his/her absence to a supervisor (or other designated person) before the start of the employee's workday or as soon as practical given the nature of the absence. It is not sufficient for an employee to notify a co-worker or secretary, unless such person has been designated by the supervisor as the appropriate contact for this purpose. Ask your supervisor what the procedure is for reporting absences at your location, as procedures may vary.

For anticipated absences, contact your supervisor in advance to discuss the procedures he or she expects and to complete necessary paperwork.

Bereavement Leave

1. Employees shall be allowed up to three (3) days at full pay for absences from school for each occurrence of death in the employee's immediate family or for any other member of the employee's immediate household. This leave allowance is in addition to other leaves allowable in this contract. Immediate family shall be defined as employee's father, step-father, father's brother, father's sister, mother, step-mother, mother's brother, mother's sister, sister, brother, husband, wife, son, daughter, step-children, foster children, daughter-in-law, son-in-law, grandparent, great grandparent, grandchild, brother's wife, brother's child, sister's husband, sister's child, spouse's father, spouse's mother, spouse's sister, or spouse's brother, step child's spouse.
2. Bereavement leave as defined in Article 6.3, may be extended by the use of sick leave with prior approval. The Request for Administrative Approval must be completed.
3. Sick leave may be used for the funeral, memorial service or other related activities of a person outside of the definition in Article XII, (above). Administration may require documentation. A Leave Request Form (Appendix A) must be completed for this leave.
4. Bereavement leave allowance is not cumulative from year to year. This shall be an emergency leave applicable for the particular occasion only.

Holidays

All Classified Employees are paid for the hours normally worked on these holidays in accordance with MCA 20-1-305: New Year's Day (January 1); Memorial Day (last Monday in May); Independence Day (July 4 and only if working immediately before and after July 4); Labor Day (first Monday in September); Thanksgiving Day (fourth Thursday in November); and Christmas Day (December 25).

8-hour Classified Employees also will receive pay for the hours normally worked on the Friday after Thanksgiving, Presidents' Day and Good Friday if working immediately before or after these holidays.

Sick Leave

Classified Employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For Classified Employees, “sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or a member of his or her immediate family. The employees’ immediate family shall be defined as father, mother, sister, brother, husband, wife, son, daughter, step-son, step-daughter, spouse’s father, spouse’s mother, grandchildren, grandparents, brother’s wife, sister’s husband, spouse’s sister, spouse’s brother, child’s spouse, step child’s spouse.

Classified Employees are not entitled to be paid for sick leave until they have been continuously employed by the District for ninety (90) days.

A Classified Employee who terminates employment with the District is entitled to a payment equal to one-fourth (1/4) of the accumulated sick leave at the Classified Employee’s hourly rate. Classified Employees are only eligible for this payment after being continuously employed by the District for ninety (90) days.

Abuse of sick leave is cause for disciplinary action or dismissal.

Vacation

Classified Employees shall accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA. Nothing in this policy guarantees approval of the granting of specific days as vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs. Classified Employees who have worked for the District less than six (6) calendar months will accrue vacation benefits, but cannot use them until after six (6) calendar months.

Annual leave time accrued as per state law and that not used at the time of termination shall be paid to the Classified Employee at the Classified Employee’s hourly rate if the Classified Employee has been employed by the District for six (6) calendar months.

RETIREMENT PROGRAMS

The Classified position you have been hired for will determine which retirement system you may contribute to. All persons that are employed with the school system will contribute to either Public Employees’ (PERS) or Teachers’ (TRS) Retirement system, either from the first day of employment or after a certain number of hours or days. Your position determines at what point you will begin contributing to the retirement plan. Classified Employees shall also participate in retirement programs under the Federal Social Security Act. Please contact Human Resources at 406-268-6010 for more information.

BREAKS AND LUNCH

Breaks:

Classified Employees, with approval of their immediate supervisor, may take a paid fifteen (15) minute break during each three and one half (3-1/2) hour period they are scheduled to work. The time of the break(s) will be determined by the immediate supervisor.

Lunch Break:

All Classified Employees who regularly work at least seven (7) hours per day shall be entitled to a thirty (30) minute unpaid duty-free lunch break. The time of the lunch break, when applicable, shall be determined by the immediate supervisor. In case of emergency, an employee shall take his/her lunch break at another time during the workday if requested to do so by the immediate supervisor.

Examples:

- If a Classified Employee works at least seven (7) hours per day, the employee is entitled to a thirty (30) minute unpaid duty-free lunch break and two paid fifteen (15) minute breaks during the day.
- If a Classified Employee works less than seven (7) hours a day, the district does not have to allow a lunch period. If the District grants a thirty (30) minute lunch break, the employee won't be able to take a break too.

CLOCKING IN/ CLOCKING OUT AND TIME CLOCK PLUS (TCP)

Classified Employees are to follow their supervisor's procedures for clocking in at the start of the shift and clocking out at the conclusion of the shift. Clocking in and out indicates the employee's actual physical presence and therefore must be done exclusively by the employee. The TCP must coincide exactly with physical presence or with leave taken. Falsifying TCP will not be tolerated and will result in discipline or discharge.

EVALUATION

Supervision and evaluation of Classified Employees is intended to be conducted in a positive and helpful manner, with the intent of improving performance. Classified Employees will be evaluated by the Classified Employee's supervisor or building administrator. The evaluation process includes scheduled evaluations, on forms applicable to the job classification and description, and day-to-day appraisals.

The administrator shall provide a copy of the completed evaluation to the Classified Employee and shall provide an opportunity to discuss the evaluation. The original should be signed by the Classified Employee and filed in the Personnel File at the Human Resource Office. If the staff member refuses to sign the evaluation, the administrator should note the refusal and submit the evaluation.

HIGHLY QUALIFIED REQUIREMENTS

All Classified Employees with instructional duties must be highly qualified in the areas of reading, writing and math. In order to be highly qualified, a Classified Employee must demonstrate one of the following:

- Completion of at least two (2) years of study (minimum of 48 semester credits) at an accredited institution of higher education with evidence of successful coursework in reading, writing and math (proof at time of hire required);
- Obtainment of any Associate's or higher degree (proof at time of hire required); or
- The knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of the readiness of these subjects as demonstrated by a rigorous standard of quality through a formal local academic assessment. This will be accomplished by taking a proctored on-line assessment (to be passed within 30 days of hire) after completing a preparation course.

For more information about highly qualified attainment, please contact Keith Davey, Adult Education Program, 771-5108, keith_davey@gfps.k12.mt.us.

PROBATIONARY PERIOD

A 12-month probationary period is applicable to Classified Employees. A Classified Employee may be discharged during the probationary period for any or no reason.

PROFESSIONAL DEVELOPMENT

The District believes that a well-trained and skilled workforce is its most important asset; therefore, the District may provide opportunities for professional development for Classified Employees. Classified Employees are encouraged to take advantage of these opportunities.

STAFF RESPONSIBILITIES AND AXPECTATIONS

All staff members shall assume responsibility for assigned supervision duties in a timely manner and in accordance with established school rules and procedures. Such duties may include, but are not limited to, bus, lunchroom, or playground supervision, as well as any additional responsibilities assigned by the building principal or designee.

Staff members are required to fulfill the full scope of their assigned duties and schedules. This includes the instructional day, supervision assignments, co-curricular activities, study halls, and any additional responsibilities as directed by administration. Staff shall adhere as closely as possible to their assigned daily schedules and responsibilities.

Staff members shall seek clarification from the building principal or appropriate administrator regarding any questions related to assigned duties or responsibilities. Attendance at faculty meetings may be required at the discretion of the principal or supervisor.

Reporting Requirements

All staff members shall promptly report the following to the school office or an administrator:

- Personal injury involving students or staff
- Serious illness of any student
- Damage to school property
- Serious disciplinary issues or violations of school rules
- Suspected abuse and/or neglect of a student (refer to “Child Abuse and Mandatory Reporting” section)

Prohibited Conduct

Staff members shall not:

- Use corporal punishment
- Access or disturb another staff member’s desk, materials, or workspace without authorization
- Publicly criticize or undermine the professional practices of colleagues
- Leave students unsupervised at any time during the school day
- Contact an absent staff member unless specifically directed to do so by administration

CONCLUSION

Classified Employees are encouraged to consult with their supervisor any time there are questions about information contained in this Handbook or on other District policies and practices. Classified Employees also may contact their Office of Human Resources for such assistance.

Thank you for being an important part of the educational team for Great Falls Public Schools.

Appendix C – 2025-2026 Hourly Classified Salary Schedules

Employees will move from Step A to Step B on the salary schedule effective date after working during the previous school year in the same position.
Employees will move from Step B to Step C on the salary schedule effective date after working during the previous 5 school years in the same position.

Substitute employees will remain on Step A

	A-1	B-2	B-3	B-4	B-5	C-6
506 HOME VISITOR	\$16.62	\$16.62	\$16.62	\$16.62	\$16.62	\$16.62
CAMPUS SUPERVISOR (MS)	\$13.24	\$13.67	\$13.67	\$13.67	\$13.67	\$14.13
CROSSING GUARDS	\$15.14	\$15.54	\$15.54	\$15.54	\$15.54	\$15.95
FS SUMMER DRIVER	\$14.71	\$15.16	\$15.16	\$15.16	\$15.16	\$15.69
HELPERS	\$10.76	\$10.86	\$10.86	\$10.86	\$10.86	\$11.07
INDIAN ED YOUTH DEV SPECIALIST	\$17.15	\$17.62	\$17.62	\$17.62	\$17.62	\$18.15
INTERPRETER (SIGN)	\$19.05	\$19.51	\$19.51	\$19.51	\$19.51	\$20.10
INTERPRETER (W/O STUDENTS)	\$15.47	\$15.99	\$15.99	\$15.99	\$15.99	\$16.53
INTERPRETER (WITH STUDENTS)	\$23.40	\$23.99	\$23.99	\$23.99	\$23.99	\$29.99
LAUNDRY AIDE/SEAMSTRESS	\$10.76	\$10.86	\$10.86	\$10.86	\$10.86	\$11.07
HOMELESS/YDS	\$19.23	\$19.88	\$19.88	\$19.88	\$19.88	\$20.52
MUSIC ACCOMPANIST	\$16.30	\$16.82	\$16.82	\$16.82	\$16.82	\$17.37
NON-SPEC ED PARAS	\$14.17	\$14.59	\$14.59	\$14.59	\$14.59	\$15.06
NON-SPEC ED PARAS +.10	\$14.27	\$14.69	\$14.69	\$14.69	\$14.69	\$15.16
NON-SPEC ED PARAS +.20	\$14.39	\$14.81	\$14.81	\$14.81	\$14.81	\$15.26
NON-SPEC ED PARAS +.30	\$14.49	\$14.92	\$14.92	\$14.92	\$14.92	\$15.36
POOL CASHIER	\$11.40	\$11.53	\$11.53	\$11.53	\$11.53	\$11.75
POOL LIFE GUARD	\$11.40	\$11.53	\$11.53	\$11.53	\$11.53	\$11.75
POOL MANAGER	\$24.79	\$25.62	\$25.62	\$25.62	\$25.62	\$26.50
POOL SUPERVISOR (SUMMER)	\$13.20	\$13.60	\$13.60	\$13.60	\$13.60	\$14.03
POOL SWIM INSTRUCTOR	\$12.01	\$12.36	\$12.36	\$12.36	\$12.36	\$12.76
STUDENT SKILLS ASST	\$13.94	\$14.39	\$14.39	\$14.39	\$14.39	\$14.88
SUMMER FOOD SERVICE/SUMMER PARA	\$12.58	\$12.98	\$12.98	\$12.98	\$12.98	\$13.40
TEST PROCTOR-GED	\$19.23	\$19.88	\$19.88	\$19.88	\$19.88	\$20.52
TITLE MS TRANSITIONAL COORD	\$13.94	\$14.39	\$14.39	\$14.39	\$14.39	\$14.88
TRANSPORTATION DRIVER	\$16.77	\$17.25	\$17.75	\$18.25	\$18.75	\$19.25
TUTORS/CULTURAL LIB ASST	\$15.83	\$16.29	\$16.29	\$16.29	\$16.29	\$16.82
TUTORS/CULTURAL LIB ASST+.10	\$15.93	\$16.39	\$16.39	\$16.39	\$16.39	\$16.92
TUTORS/CULTURAL LIB ASST+.20	\$16.05	\$16.51	\$16.51	\$16.51	\$16.51	\$17.04
TUTORS/CULTURAL LIB ASST+.30	\$16.16	\$16.61	\$16.61	\$16.61	\$16.61	\$17.14
VOCATIONAL ASST	\$13.24	\$13.67	\$13.67	\$13.67	\$13.67	\$14.13
YOUTH DEV SPECIALIST AN FAMILY ENGAGE ADVOCATE	\$14.71	\$15.16	\$15.16	\$15.16	\$15.16	\$15.69