



Capital School District

Board of Education Policy

Section: Human Resources
Title: Non-Professional Personnel
Policy #: 500-15
Date Approved: 11/14/12
Date Revised: 08/15/12

Purpose:

To provide non-professional personnel with information from Human Resources.

DESCRIPTION OF NON-PROFESSIONAL PERSONNEL

Non-professional personnel are defined as aides, custodial personnel, child nutrition employees and managers, and clerical staff. Specifically, the following positions are included.

Executive Assistant
Administrative Secretaries
Financial Secretaries
Senior Secretaries
Secretaries
Clerks
Maintenance Staff
Custodians and Chiefs
School, Library, Release-Time, Cafeteria, and Bus Paraprofessionals
Bus Drivers
Cafeteria Workers and Cooks

COMPENSATION OF NON-PROFESSIONAL EMPLOYEES

All salaries paid to non-professional employees are covered by the terms of their employee association contracts with the exception of child nutrition employees, whose salaries are set by the supervisor of child nutrition and approved by the Board of Education prior to September 1 of each year. This salary schedule will be made available to any child nutrition employee upon request to the supervisor.

All ten month non-professional employees shall have the option of being paid in 22 or 26 equal payments, provided that such employees shall indicate their preference at the beginning of their year of employment. The method of salary payment so designated cannot be changed during the period of that year. All twelve month employees will be paid in 26 equal installments. Salary payments will be made according to the rules and regulations governed by State law and regulations.

For each day's absence for reasons other than those permitted under approved accrued vacation, there shall be deducted $1/188^{\text{th}}$ of the annual salary of the employee who is employed for 10 months; $1/204^{\text{th}}$ for the employee who is employed for 11 months; and $1/222^{\text{nd}}$ for the employee who is employed for 12 months, for each day of unexcused absence. Unexcused absences are not permitted and may be considered grounds for dismissal.

COMPENSATION – CUSTODIAL, CLERICAL, PARAPROFESSIONALS

All employees who fall into the custodial, clerical or paraprofessional category will be paid in accordance with the terms of their association contract. The salary will also include local district supplements as determined by the Board of Education.

COMPENSATION – TITLE I PARAPROFESSIONALS

All Title I paraprofessionals will be paid in accordance with Federal guidelines. Local supplements may be permitted by the Board of Education.

QUALIFICATIONS AND DUTIES OF NON-PROFESSIONAL EMPLOYEES

All non-professional personnel qualifications, job description, and duties/responsibilities are available through the job posting for that position from the human resources office.