

## **SECTION F CLASSIFIED PERSONNEL**

### 5.00 Workweek Defined:

A workweek is a period of 168 hours during seven consecutive 24-hour periods. The workweek at Sioux Valley School begins at 12:00 midnight on Saturday and ends at 11:59:59 p.m. the next Saturday.

### 5.01 Classified Personnel Defined

All employees not required to be certified are considered to be in this category.

### 5.02 Duties and Responsibilities of Classified Personnel

Supervisor to draw up specific items for various positions.

### 5.03 Length of Working Day for Classified Personnel

To be agreed upon each year and that such agreement to comply with state and federal laws.

### 5.04 Salary Schedule for Classified Personnel

Salary to conform to like positions in the community.

### 5.05 Benefit Eligibility

Benefits are not accrued or allowed for employees working less than 30 hours per week. A prorated amount will be allowed for employees who work 30-37.5 hours per week. This is effective for any new hires or changes in existing work agreements after 7/1/2015.

### 5.06 Sick Leave for Classified Personnel – See 5.05

- a. Any absence for personal illness or for serious illness of a family member shall be considered sick leave. The superintendent reserves the right to ask the employee to furnish satisfactory evidence in the form of a doctor's statement.
- b. Any absence for a funeral of a family member or close friend is to be considered sick leave.
- c. Sick leave allowance cumulative to 60 days for secretaries, custodians, and bus drivers shall be as follows:
  - 10 days per year for a 40 and over hour workweek
  - A prorated amount will be allowed for employees who work 30-37.5 hours per week
  - 1 day per year for bus driversSick leave allowance cumulative to 60 days for teacher assistants is as follows:
  - 9 days per year for a 30-39 hour workweek
- d. Any employee who has sick days in excess of the 60 day maximum will be paid at a rate of \$40 per eight hour day, with a minimum of four hours.
- e. Two days of sick leave will be allowed for the birth of a grandchild.
- f. Sick leave hours are counted as regular hours and are not counted toward overtime pay. Sick leave may only be used in one hour increments. Unused sick leave is forfeited upon the end of employment.
- g. Superintendent and /or board of education to rule on sick leave questions.
- h. One sick leave day per year may be used as a personal day. Must be used in a minimum of ½ day increments.
- i. Family Medical Leave Act leave will run concurrently with any and all sick leave. Sick leave must be used first.

### 5.07 Sick Leave Bank

A sick leave assistance bank is established for all classified employees with the following conditions and provisions:

1. Classified employees may voluntarily contribute up to five (5) days annually by written notification prior to September 10 to the business manager. Classified employees may donate additional days at the end of the year.
2. If the bank is at 250 days or below on the first day of school, all classified employees must donate one day to the sick leave bank. If the sick leave bank is at 251 days or above on the first day of school, only new employees must donate one (1) day.
3. A classified employee who has exhausted his/her accumulated sick leave may request additional days from the sick leave bank due to:
  - a. an illness of self, spouse, children, or parents (No single request may be in excess of 10 days. However, multiple requests will be considered.)
  - b. death of an immediate family member (spouse, children, father, mother, brother, sister) not to exceed five (5) days.Requests shall be for a minimum of five (5) days. Unused days shall be returned to the bank at the end of the school year.
4. A maximum of 10 days can be requested for maternity/paternity/adoption leave. Sick leave bank days cannot be requested if staff member has already been absent 30 contract days for maternityleave or if six weeks has already

- lapsed between the arrival of the child and the first contract day. However, if an employee has been put on medical ordered bed rest or incurs any medical complications, including a cesarean section, during pregnancy or afterwards to the mother or child, then said staff member is eligible to request additional time from the sick leave bank.
5. Applications for sick leave assistance shall be accompanied by a physician's statement unless waived by the committee.
  6. Applications for sick leave assistance shall be submitted in writing to the superintendent. The superintendent will discuss the request with the committee for a decision to be rendered.
  7. Sick leave assistance committee shall consist of three (3) classified employees, the business manager, and the superintendent.
  8. Days in the sick leave bank shall be withdrawn on a first-come, first-served basis. If the total days in the bank are exhausted in any year, use of the bank ends for that year.
  9. Unused days in the plan shall be carried over to the next school year.
  10. Administration of the sick leave bank will be handled by the business office.

#### 5.08 Vacation for Classified Personnel

- a. Secretaries, Technology Coordinator, Transportation and Maintenance Supervisor (twelve month positions)  
Vacation time is not allowed during the first seven months of employment. Eighth month and after to twelve months consecutive employment, employee is allowed one day per month with pay. Employee will be granted two weeks (10 days) vacation per year for two through five years of consecutive employment. One additional day of vacation will be granted for each consecutive year of employment for years six through ten. Employee cannot accumulate more than their annual allocated paid vacation time. Vacation time taken during days in session is allowed only with prior approval of administration. Vacation hours are counted as regular hours and are not counted toward overtime pay.
- b. Custodians and BASE Coordinator:  
Vacation time is not allowed during the first seven months of employment. Eighth month and after to twelve months consecutive employment, employee is allowed one day per month with pay based on scheduled wages and hours worked. After completion of two years or more consecutive employment, the employee is entitled to two weeks (10 days) vacation based on hours worked per week. Employee cannot carry over more than their annual allocated paid vacation time. Any days beyond the maximum allowable accumulation will be automatically forfeited. Vacation hours are counted as regular hours and are not counted toward overtime pay. Vacation may be taken during days in session with prior approval of supervisor. Unused vacation time is paid out at the regular hourly rate upon the end of employment not to exceed two times the annual allocated vacation days.

#### 5.09 Holidays for Classified Personnel Employed Minimum of 30 Hours per Week - See 5.05

- a. Custodians, Secretaries, Before & After School Enrichment Program Coordinator (BASE), Technology Coordinator, Transportation and Maintenance Supervisor: The employee shall be paid the normal scheduled hours not to exceed eight hours per day for the following holidays: Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, New Years' Day, Good Friday, Easter Monday, Independence Day, and Memorial Day (or one floating holiday to be determined by the administration.) Holiday hours are counted as regular hours and are not counted toward overtime pay.
- b. Teacher Assistants  
The employee shall be paid the normal scheduled hours for the following holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Easter Monday, and Memorial Day if school is still in session.

#### 5.10 Health Insurance for Classified Personnel

1. The school district will pay up to \$634 per month of the designated medical plan premium for full-time employees (37.5-40 hours per week). A prorated amount will be allowed for employees who work 30-37.5 hours per week. The board will offer to the employees five policy options – a \$750 deductible, a \$1,000 deductible, a \$2,000 deductible, a \$2500 deductible and a \$3500 deductible. The district shall begin these payments in June of the prior contract year. In the event there are multiple family members eligible for insurance benefits, both employees may apply their district allowance toward the two party plan or family plan.
2. The district will pay \$22.00 of single premium in 2017-2018 of the designated dental plan premium. A prorated amount will be allowed for employees who work 30-37.5 hours per week. The district will begin these payments in June of the prior contract year.

#### 5.11 Cafeteria Plan (Section 125 Plan) for Classified Personnel

The school district will pay the administrative fee for the plan and each participating employee will pay their individual fee.

#### 5.12 Payroll Deductions

July 2016

- a. Voluntary payroll deductions may be initiated or changed at any time. Authorization for payroll deductions must be on file in the business office ten (10) days prior to payday.
- b. A new payroll deduction must have a minimum of five (5) employees participating in the plan.

#### 5.13 Bus Driver Physicals

The school district will pay 100% of the charges for one physical examination per year required to obtain a school bus driver's license. Any additional doctor visit charges are the responsibility of the bus driver.

#### 5.14 Suspension and Dismissal of Classified Personnel

1. The building principal and/or superintendent may ask for suspension or dismissal of classified employees without pay by filing a written request subject to the approval of the superintendent.
2. Any person whose employment is terminated for any reason as provided in these policies forfeits all accrued sick leave.
3. All employees are employees at will and may be terminated at any time, with or without cause.

#### 5.15 Grievance Procedures Policy

Refer to Section 3.17