

**4040**  
**Employment Terms for Classified Staff**

**The following categories of employment exist for classified staff:**

**12-Month Employees:**

Employed on a 12-month basis and generally 40 hours per week. Contract to begin July 1<sup>st</sup> of each year. Positions may include: Business Manager, Transportation Director, Head Custodian, Maintenance Director, Principals' Head Secretary and other positions as designated with Administrative discretion.

**Categorical Employees:**

Employed on a defined number of limited hours or terms that may include the school term or other seasonal terms. Employees who are contracted for 30 hours or more and at least nine months are eligible for additional benefits. Positions may include: Secretaries, Cafeteria Personnel, Paraprofessionals, Library Aides, Custodians, Groundskeepers, Bus Drivers, and other positions as designated with Administrative discretion.

**Classified Benefits:**

Eligible Classified Staff benefits can be found in the Personnel Handbook and on the Classified Salary schedule.

**Classified Substitute Pay**

A substitute for a non-certified staff member will be paid on a rate set each year.

**Other Provisions Applicable to All Classified Staff**

**Rate of Pay**

Classified employees who work more than 40 hours in a workweek shall receive 1 ½ times their regular hourly rate for each hour over 40 worked.

Adopted on: **December 21, 2010**

Revised on: **December 21, 2015**

Revised on: **April 18, 2016**

Reviewed on: **April 15, 2019**

Revised on: **December 21, 2020**

Reviewed on: **September 18, 2023**