

2600 - CLASSIFIED PERSONNEL

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CLASSIFIED PERSONNEL

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Classified employees include associates, secretaries, building and grounds staff, food service workers, and SAU employees. The Superintendent shall develop guidelines for the conditions of employment for Classified employees, which may be reviewed by the Board.

Revised: August 2001, June 2007

The hiring of Classified employees is the responsibility of the Superintendent who is authorized to issue a Notice of Employment to the employee.

All new positions and vacancies in the District will be posted for a two-week period unless an emergency arises that, in the District's discretion, should be immediately filled without posting.

Adopted: June 2007

Classified employees will be assigned to positions by the Superintendent or his/her designee. These assignments shall be made in the best interests of the District. No employee will be assigned to a position for which he/she is not qualified.

Adopted: June 2007

The Superintendent or his/her designee shall ensure a process for performance evaluations.

All observations of the work performance of an employee shall be made openly. All written evaluations of an employee will be shown to the employee prior to being placed in the employee's official personnel file, and the employee shall acknowledge receipt of a copy of the evaluation in writing.

Their immediate supervisor shall evaluate new employees at least once during the first year of employment exclusive of the evaluation(s) completed during the probationary period.

Employees who have been in the same position for more than one (1) year shall be evaluated at least once for each twelve-month period.

Employees within the system moving to a new position, and employees transferred or promoted to another position, within the District shall be evaluated once within three (3) months after the change become effective.

Evaluations, whenever possible, shall be made by a supervisor prior to March 31.

Adopted: June 2007

Classified employees may request attendance at workshops or training that are specific to improvement related to his/her assignment. Approval to attend such workshops and participate in courses will be at the sole discretion of the Superintendent or his/her designee. An employee may, at the discretion of the District, be required to attend specific training in order to maintain or obtain a position.

Adopted: June 2007

Requests for a Leave of Absence will be considered by the Superintendent when received prior to March 1st preceding the year being requested. Approval of such requests will be determined on the merits of the leave on an individual basis. Requests for leave received after March 1st will need to be of an emergency nature. Extended leaves of absence will be dependent upon being able to find and employ a suitable replacement for the duration of the leave.

Adopted: June 2007

The School Board is responsible for providing an annual budget that meets the programming needs of the District's students. Appropriate staffing is included within that budget. When circumstances occur such as a decrease in enrollment or termination of a particular program, the District retains the right to reduce the number of Classified employees on the District's staff.

Adopted: June 2007

1. Voluntary

All employees terminating their employment shall provide their Administrator with a written letter of resignation at least two full weeks prior to the date of termination. This letter should include the date of the last day of employment with the District. Accrued paid time off is not intended for use in lieu of working during a period of notice. The Building Administrator will forward this letter to the Superintendent's Office.

2. Involuntary

Involuntary termination from any position is subject to approval by the Superintendent of Schools or his/her designee. The Superintendent of Schools shall provide a written notice of termination to any employee who has been terminated.

Upon a written request and receipt of a written notice of pending termination of employment, an employee shall be entitled to be present for a review of their termination by the School Board.

Adopted: June 2007