

GDB – SUPPORT STAFF RESPONSIBILITIES

It is the policy of the School Board to recruit and select for employment the best qualified applicant for each position within the school district without regard to race, color, national origin, religion, age, qualified handicap, marital status, or sexual orientation.

The District will employ, as necessary, support personnel including, but not limited to, the following types of positions: secretaries, technology coordinators, maintenance staff, cafeteria workers, instructional assistants, etc.

APPLICATIONS – Written application will be made at the SAU Office for those persons seeking employment with the school district. The application will contain information concerning job experience, personal references, and other details as may be required. The Superintendent will coordinate the hiring procedures for all job applicants. Hiring will be accordance with Policy GDF, Hiring of Support Personnel.

JOB DESCRIPTIONS – Support staff positions shall have a written job description that is on file at the Superintendent's Office. An employee's job description will be made available upon employment and/or request. All job descriptions shall be reviewed periodically and are subject to change. New job descriptions and revised job descriptions are subject to approval by the Superintendent.

Each support staff member is also required to carry out assignments from the Building Principal or other responsible administrator in conformance with School Board policies, regulations of the School Board and Superintendent, and School Board directives. Each support staff member is required to abide by all state and federal laws, School Board policies, regulations of the School Board and Superintendent, and School Board directives.

STATE CERTIFICATION – In accordance with School Board policy and the NH Department of Education Rules and Regulations, all paraprofessional support staff shall be certified or eligible for state certification per the collective bargaining agreement. As a condition of employment the employee will provide evidence of state certification or eligibility.

As needed the School District may also employ salaried staff to provide administrative, supervisory, and/or professional support services. All salaried support staff although working in non-teaching positions may still be required to be certified or eligible for state certification if their position supports the student educational program. As a condition of employment the employee will provide evidence of state certification or eligibility.

HIGHLY QUALIFIED – In accordance the Federal Law No Child Left Behind, certain paraprofessional and salaried support staff must demonstrate “highly qualified” status per the NH Department of Education Rules and Regulations. As a condition of employment “highly qualified” status must be met by June 30, 2006. The employee will assume the full cost of demonstrating being “highly qualified” as defined by state and federal law.

DEFINITIONS – Salaried Employee: personnel under written contract for a specified period of time, whose compensation is set and determined on a per-pay-period basis, and whose normal

workday coincides with that of the regular school day.

Hourly Wage Employee: personnel not under written contract for any specified period, whose compensation is calculated according to time spent on the job, and whose workday may vary according to specific assignment.

WAGES – Compensation for salaried support employees will be determined on an individual basis, and will be recommended by the Superintendent to the School Board each year.

Compensation for hourly employees will be according to a salary schedule approved annually by the School Board.

TRANSPORTATION – When a personal vehicle is used for school business, transportation cost will be paid at the IRS rate per mile when approved by the School Principal or Superintendent.

WORKDAY – Each support employee's supervisor will establish the employee's work schedule, including starting time, break time, lunchtime, and ending time.

Support employees working more than twenty (20) hours per week will be provided no less than two (2) paid fifteen (15) minutes breaks during each regular workday.

PAYROLL DEDUCTIONS – Appropriate payroll deductions will be made from the compensation of all personnel. These will include federal income tax and social security. Other deductions may be made on a voluntary basis.

LEAVE – Requests for leave by support personnel will be handled individually by the Superintendent and may be allowed for reasons such as illness, death of a close relative, maternity, personal time, vacation, and professional development.

The District requires support staff to notify the Superintendent's Office of extended leave of four (4) or more consecutive days. This notification is to assist the school in anticipating staff coverage and the employee with their rights and options under the Family and Medical Leave Act and collective bargaining agreement if applicable.

GRIEVANCES – All grievances should be settled by the employee's immediate superior. Appeal may be made through the administrative chain of command.

ANNUAL NOTICE – Support employees will be notified of the District's intention regarding employment for the following year no later than ten (10) days prior to the end of the current school year. The notification will be in writing. The notification may state that the intent to continue or not continue the employee's employment is contingent on special circumstances including, but not limited to fiscal considerations, staffing needs, staff re-organization, student enrollment, and others.

COLLECTIVE BARGAINING AGREEMENT – Policy is subject to Collective Bargaining Provisions.

GDB2

Statutory/Regulatory/Policy/Handbook Cross References

RSA 189:14-h (Notice to Education Support Personnel and Non-Certified School District Employees Required)
Handbook (Referenced in Personnel Handbooks)

APPROVED/REVISED: July 20, 2006, August 17, 2006, May 19, 2011

PREVIOUS POLICY: October 12, 1989 “Personnel Policies Non-certified Employees”