

Non-certificated personnel are those individuals employed by the district who are not required to have a teaching certificate to qualify for the position. Non-certificated personnel include, but are not be limited to, the following:

1. Educational assistants;
2. Custodial and maintenance employees;
3. Clerical employees;
4. Lunch room employees;
5. Bus drivers; and
6. Summer maintenance employees.

Job specifications and job descriptions will be established by the school administration for all positions that require non-certificated personnel. All job descriptions and job specifications must be approved by the board of trustees.

Movement between levels on the salary schedule is normally based upon additional years of experience. Experience from one job does not transfer to another; ie, a year of driving bus does not count for experience as a cook if that employee becomes a cook.

Employees working 260 days per year will receive 16 days sick leave accumulative to 293 days similar to the guidelines in the Negotiated Agreement. Bus drivers will receive 7 days sick leave per year. The Food Services Supervisor will receive 13 days sick leave per year.

At the beginning of the employment year, all non-certificated employees of this district will be entitled to sick leave with full pay of one (1) day for each month of service, or a major portion thereof, as projected for the employment year. If the employee qualifies for sick leave but works less than full-time (40 hours per week), the sick leave will be prorated by the FTE worked.

MEDICAL DOCUMENTATION

To protect the district against malingering and false claim of illness, an employee may be required to provide proof of illness, at the discretion of the superintendent or designee. The superintendent or designee may require proof of the employee's ability to return to work following an illness.

ACCUMULATION OF SICK LEAVE

Unused sick leave will be accumulated from year to year, up to two hundred ten (293) days, as long as an employee remains continually in the service of this district.

If a new employee has been employed by another district or state educational agency during the year immediately preceding, that individual’s accumulated sick leave, up to a maximum of ninety (90) days, will be secured for, and credited to, that new employee.

In no event will the board compensate an employee for unused sick leave.

VACATION TIME

Full time employees (those working 260 days/8 hours per day) will be provided two weeks of vacation per year through five years of service. After five years of service these employees will be provided three weeks of vacation. Vacation must be scheduled by May 1st with the superintendent so as to meet school district needs. Full time employees are also provided with 7 paid holidays, New Years Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas

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LEGAL REFERENCE:

- Idaho Code Sections
 - 33-1216 through 33-1218
 - Family Medical Leave Act
 - 29 USC Section 2654
 - 58 CFR 31812 through 31839

ADOPTED: March 20, 2002

AMENDED: December 17, 2003
 July 20, 2005
 July 23, 2008