

GDBA

Classified Salary Compensation and Personnel Topics

For the purpose of this policy, the terms non-certificated and classified are synonymous. The terms refer to those individuals employed by the district who are not required to have a teacher/administrative certificate to qualify for the position. Either term may be used to include those persons employed by the school district in the following capacities:

1. Food service personnel
2. Instructional/health/office aides
3. Maintenance and custodial employees
4. Clerical employees
5. Transportation employees
6. Summer maintenance/custodial employees

With the exception of the district's business manager/administrative assistant position, all classified employees will be paid at an hourly rate specific to their job classification and designated experience level (step). Miami-Yoder School District Board Policy GDBA-E shall pertain to all classified employees except bus drivers and the business manager position. Bus Driver's hourly wage rates and experience levels shall be based on the Driver's Salary Schedule, Miami-Yoder School District Board Policy GDBA-E (2), and the Business Manager/Administrative Assistant shall be maintained as a salaried position, based on the Miami-Yoder School District Board Policy GDBA-E (3).

All classified employees, with the exception of the Business Manager/Administrative Assistant, shall be compensated based on the total number of hours worked, not to exceed 40 hours per week. The pay week shall begin on Tuesday at 12:00 a.m. and terminate on Monday at 11:59.59 p.m. Employees will receive pay of one and one-half their normal wage rate for all hours that exceed 40 hours in a pay week, and be titled "overtime". All overtime work must have prior approval from the Superintendent of Schools. An employee's work agreement will reflect the hours/day with an unpaid lunch period of .5 hours. All classified employees are entitled to receive one, ten (10) minute break prior to lunch and one, ten (10) minute break after lunch. The break periods shall be provided to each individual, as available based on the individual's work schedule, but it is not mandatory that the individual take the break. It is mandatory that the individual take the lunch period or the equivalent 30 minutes off from all assigned duties. Breaks and the lunch period may not be taken consecutively to facilitate an extended lunch period. Based on the individual employee's work agreement, a monthly wage rate will be determined and designated for payment over 12 equal monthly pay periods. An exception to the 12 month pay designation would be applied to all employees hired after August 1st and all employees hired on a part-time basis. Employees hired after August 1st will have a pay designation determined by the remaining number of months left in the district's fiscal year. Part-time employees will receive compensation, monthly, based on hours registered by time clock, for each pay period. These figures may fluctuate from pay period to pay period, based on number of hours worked. Employees hired after January 1st of a school fiscal year, will be compensated on an hourly basis at the beginning rate for that position. If the employee returns to work for the next school fiscal year, the individual will once again begin at the beginning rate and remain at that subsequent rate for the entire fiscal year before being granted an additional step for experience. Employees hired prior to January 1st of a school fiscal year will be granted the experience step for their "2nd" year of employment.

Daily and hourly work schedules will be determined by the superintendent or his designee. For all employees, the traditional work week begins on Tuesday, at 12:00 a.m.

12 month employees-

- Work agreement will include 260 days during the school fiscal year.
- They will be granted vacation days based on Miami-Yoder School District Board Policy GDD.
- They will receive the following paid federal holidays when school is not in session: (New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, the 4th of July, Labor Day, Columbus Day, Thanksgiving Day, Christmas Day, plus either the day before or the day after Christmas Day, Thanksgiving Day, and New Year's Day.) Employees who celebrate other religious holidays outside of those traditionally observed, may request substitute dates from the Superintendent of Schools.
- Shall work a 40-hour week.
- Shall be considered full-time employees and granted leave days in accordance with Miami-Yoder School District Board Policy GCC.

12 month modified employees-

- Work agreement will include 225 days during the school fiscal year.
- Work a 32 hour week consisting of four, 8 hour days, including some additional Mondays and days during school breaks, as needed. During the summer months when school is not in session, the number of days may be altered to meet the needs of the district.
- Shall be entitled to 4 days of paid vacation in their first full fiscal year worked, 8 days during the second full year, and 12 days for the third and all subsequent full years worked.
- Be considered full-time employees and granted leave days in accordance with Miami-Yoder School District Board Policy GCC.

11 month employees-

- Work agreement will include a total of 194 days during the school fiscal year.
- Work each day of the school district's approved calendar (student contact days-8 hours per day).
- Work all parent/teacher conferences and scheduled in-service days.
- Work additional days as determined by the employee's building principal or the superintendent.
- Be considered full-time employees and granted leave days in accordance with Miami-Yoder School District Board Policy GCC.

10 month employees-

- Work agreement will include a total of 174 days during the school fiscal year.
- Work each day of the school district's approved calendar (student contact days-8 hours per day).
- Work all parent/teacher conferences and scheduled in-service days.
- Work additional days as determined by the employee's building principal or the superintendent.
- Be considered full-time employees and granted leave days in accordance with Miami-Yoder School District Board Policy GCC.

9 month employees-

- Work agreement will include a total of 154 days during the school fiscal year.
- Work each day of the school district's approved calendar (student contact days-8 hours per day.)
- Work three staff development days which shall be determined by the individual's supervisor.

- Will not be required to work during parent/teacher conference days or hours or during other staff development days that the administration determines unnecessary for the employee to attend.
- Work any additional days to be determined by the individual's immediate supervisor, with the superintendent's approval.
- Be considered full-time employees and granted leave days in accordance with Miami-Yoder School District Board Policy GCC.

Food Service employees-

- Work agreement will include a total of 154 days during the school fiscal year.
- Work each day of the school district's approved calendar (student contact days- 8 hours per day).
- Work three days prior to the first student contact day, at the beginning of the school year and work one day after the last student contact day, at the end of the school year.
- Work any additional days to be determined by the individual's immediate supervisor, with the superintendent's approval.
- Be considered full-time employees and granted leave days in accordance with Miami-Yoder School District Board Policy GCC.

Part time employees and substitute classified employees-

- Will receive an hourly rate for the first 40 hours of service at \$8.00 per hour, per pay week. All work performed above 40 hours in a pay week will be termed overtime and paid at a rate of one and one-half times the hourly rate.
- Part time employees will submit time sheets to their immediate supervisor and they will be signed by the Superintendent by the monthly date set to complete payroll for the month.

Designated secretary to the Board of Education-

- Will receive the hourly rate assigned to part time employees.

The District will pay the amount of the District's approved individual health insurance plan, in accordance with policy GCBB, to employees who are classified as full-time.

ADOPTED: February 12, 1986

REVISED: June 11, 2009