

SECTION 300 – PERSONNEL

CLASSIFIED EMPLOYEES

POLICY 330

ARTICLE 1 DEFINITIONS

- A. Classified employees shall include all staff members that are not licensed.
1. Highly-qualified Para-professionals refers to classified employees who meet requirements of the Federal No Child Left Behind Act of 2001 and who are employed to provide instructional support for students. They must have earned a secondary school diploma, completed at least two years of study at an institution of higher education or obtained an associate's degree or higher degree, or demonstrated through a formal local academic assessment the knowledge of and ability to assist in instructing in reading, writing and mathematics.
 2. Title 1 Para-professionals are individuals who provide instructional support for students in a Title 1 School-wide or Targeted Assistance Program. They must be highly qualified under the No Child Left Behind Act.
 3. Classified Administrators are those designated as Directors.

ARTICLE 2 CLASSIFIED EMPLOYMENT

- A. All candidates for classified positions shall be considered on the basis of their merits, qualifications and the needs of the School District. Upon completion of the selection process, selected candidates shall be recommended to the Board of Education by the Superintendent. The Board of Education shall have final authority in determining whether or not any individual shall be hired as an employee of the school District.
- B. Any person applying for any classified position, except for a person who is a student in the District, and who is selected for such position of employment shall submit a complete set of fingerprints – see Policy 302, Article 4, Paragraph D.
- C. Classified employees are at-will employees whose employment may be terminated or work hours reduced at any time upon ten days prior written notice.

ARTICLE 3 CLASSIFIED EMPLOYEE ASSIGNMENTS AND TRANSFERS

- A. The Superintendent shall be responsible for assigning or re-assigning classified employees to positions with the District. Once assigned to a school, the Principal shall assign and re-assign staff as necessary to positions for which they are qualified. Assignments and re-assignments of Food Services staff, Transportation staff and Itinerant Special Education staff shall be made by the appropriate Director unless such assignment extends beyond the program or service authority of the Director.

References:

20 U.S.C. §1681 Title IX of the Educational Amendments of 1972
20 U.S.C. §201 et seq. Fair Labor Standards Act
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- B. Requests for transfers or changes of assignment must be submitted in writing (e-mail or paper) by the employee to the Superintendent or, in the case of a re-assignment request with the school or program, to the Principal or Director. The request must include the reason for the desired change. The request may be granted based upon (1) the needs of the District or School, (2) qualifications of the employee and (3) the employee's expressed desire. When it is not possible to meet all three conditions, the employee shall be assigned based on needs of the District and second, the employee's qualifications.

ARTICLE 4 CLASSIFIED EMPLOYEE SALARIES

- A. A classified salary schedule shall be approved by the Board of Education and included with the adopted budget. The schedule shall be based upon hourly wages with a base wage and maximum wage established for each employment category. Temporary, substitute and training wages shall also be shown on the schedule.
1. The Superintendent shall determine initial placement on the schedule based on the new employee's experience, skills, and education level. Initial Placement shall not exceed 6% of the base. The Superintendent, based upon the employee's completion of a job related certification, license, or degree, may make individual employee percentage increases. Salary adjustments may be made when job descriptions have been modified and duties/responsibilities decreased or increased.
 2. The Board, based upon the Superintendent's recommendation, shall establish annual wage percentage increases for current staff.
 3. Wages of staff whose rates exceed the maximum rates set by the Board for a specific year shall not have their salaries reduced, but the salary shall not increase.
 4. Wages for those in more than one position shall be pro-rated based upon time allocations.
 5. Classified employees, except Directors and Head Custodians, are subject to the minimum wage and overtime requirements of federal law (Non-exempt employees). An effort shall be made whenever possible not to schedule non-exempt employees for more than 40 hours of work per week. The appropriate Principal or Director or the Superintendent must approve any overtime work prior to performance of the work. A determination as to whether overtime shall be compensated by pay or time shall also be made prior to the performance of the work. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week. Alternative, in lieu of overtime compensation non-exempt employees may receive compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required. Compensatory time shall be taken with a reasonable period of time following

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the overtime work, but must be taken when it does not unduly disrupt the operations of the school or District.

ARTICLE 5 CLASSIFIED EMPLOYEE BENEFITS

- A. The District shall provide health and dental insurance coverage for all classified employees working thirty or more hours per week except that individuals starting employment after the end of the first semester of school shall not receive insurance benefits until the following school year. Classified employees receiving health and dental insurance benefits shall be provided the option of purchasing coverage for their spouses and children at their expense. Benefits shall terminate at the end of the month that payment is made for the balance of wages or salary due following termination of employment.
- B. The District shall provide a life insurance benefit for each classified employee eligible for health insurance. The Board of Education shall approve the amount of life insurance coverage. Employees may purchase life insurance for their spouses and children as permitted by the insurance company.
- C. The District shall provide a cafeteria plan in keeping with federal law.
- D. The District shall pay PERA and FICA for each classified employee as required by law.
- E. Each classified employee shall be provided leave as described in Policy 304.

ARTICLE 6 CLASSIFIED EMPLOYEE EXPENSE REIMBURSEMENTS

- A. Expense reimbursements shall only be made for conferences and meetings approved in advance by the appropriate school or District administrator. Out of state trips must be approved by the Superintendent. Fees for credit shall not be reimbursed.
- B. Approved mileage expenses for teachers assigned to more than one school and mileage expenses for approved conferences and meetings shall be reimbursed at a per mile rate established by the Board of Education. The employee shall be responsible for listing mileage and submitting the reimbursement request to the Human Services Manager. No mileage reimbursements will be issued for requests covering mileage from a prior fiscal year.
- C. The actual cost incurred for meals while an employee is attending an approved conference or meeting shall be reimbursed within limits established by the Board of Education. Lodging for conferences will be paid directly to the hotel whenever possible. Upon prior approval by the Superintendent, employees shall be reimbursed when payment must be made after arrival at the hotel.

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ARTICLE 7 CLASSIFIED EMPLOYEE FREE ADMISSIONS

- A. Employees shall be admitted free of charge to school sponsored activities except for events at which the Colorado High School Activities Association requires fees of all attendees.

ARTICLE 8 CLASSIFIED EMPLOYEE COMPLAINTS

- A. An employee who has a complaint about an established school or District practice or regulation, a complaint that a practice or regulation has not been followed or a complaint about an employee, should discuss the complaint with his/her Principal or Director. If the employee feels that the complaint has not been adequately addressed he/she may request a meeting with the Superintendent to discuss the matter.
- B. The Principal, Director or Superintendent hearing the complaint may request that the employee summarize the issue in writing. When this occurs, the employee shall receive a written response no later than 10 workdays from the date of receipt of the written complaint.
- C. No reprisals of any kind will be taken by administrators or by the Board of Education against any employee expressing a complaint as described in paragraphs A and B in this Article.

ARTICLE 9 CLASSIFIED EMPLOYEE EVALUATIONS

- A. Classified employees shall be evaluated annually by an administrator or designee.
- B. Classified employees shall be evaluated based upon their performance in relation to established expectations and job description requirements. Expectations provide a basis for evaluating competent work performance and promoting personal growth.
1. Producing high quality work
 2. Demonstrating positive relationships with students
 3. Demonstrating positive relationships with staff
 4. Exhibiting a strong work ethic.
- C. Administrators may use observations, input from team leaders, department heads, and supervisors, and observations to complete evaluations.
- D. Classified employees are to be rated “S” (satisfactory - meets or exceeds expectations), “I” (improvement needed) or “N” (not observed for each of the expectations). When an employee receives an “I”, the administrator shall provide the employee written comments stating the nature of improvement needed and a date by which this improvement must be observable. Should the performance not improve, the employee shall be made aware that the administrator may recommend termination of the individual’s employment.

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ARTICLE 9 EMPLOYMENT REPORTING

- A. The District shall submit to the Colorado Department of Education the name, date of birth, and social security number for each classified (non-licensed) employee.
- B. At the beginning of each semester, the District shall notify the Colorado Department of Education when a classified employee is no longer employed by the District.
- C. In accordance with Federal and State law, the District will report the name, address and social security number of every new employee to Child Support Enforcement, 1375 Sherman Street, P.O. Box 2920, Denver, Colorado 80201 (Fax number 303-297-2595.) The report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, shall be submitted even if the employee quits or is terminated before the report is due.
- D. Upon termination, the employee's last known address and the fact of the termination shall be reported to the applicable court or agency as requested in keeping with statutory requirements.
- E. Upon receiving a Notice of Wage assignment, the District shall remit the designated payment within 7 days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages.

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