

**4040**  
**Employment Terms for Classified Staff**

**Each position listed below shall be hired by the superintendent on the terms stated.**

**Full-time Custodian**

Employed on a 12-month basis  
Provided appropriate level of full coverage insurance  
Provided Single Dental Insurance  
Allowed 15 paid vacation days, Unused vacation days on July 31, will be paid out in August at their current rate  
Allowed 6 days of sick leave per year, cumulative to 30 days  
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, the Fourth of July, and Memorial Day  
2 Personal days – paid out if unused at \$50 a day.  
Regular pay on unplanned school cancellations.

**Part-Time Custodian**

Employed during the school year when students are in session.  
No health insurance is provided.  
Allowed zero vacation days.  
Allowed 6 days of sick leave per year, cumulative to 20 days  
Allowed 2 personal days per year. Unused days on May 31, will be paid out at \$50 a day. It will be paid out in June.  
Regular pay on unplanned school cancellations.

**Davenport Office/Business Manager**

Employed on a 12-month basis  
Provided appropriate level of full coverage insurance  
Single Dental Insurance  
Allowed 15 paid vacation days, Unused vacation days on July 31, will be paid out in August at their current rate  
Allowed 6 days of sick leave per year, cumulative to 30 days  
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, the Fourth of July and Memorial Day  
2 Personal days – paid out if unused at \$50 a day.  
Regular pay on unplanned school cancellations.

**Bruning Office Manager**

Employed on a 12-month basis  
Provided appropriate level of full coverage insurance  
Single Dental Insurance  
Allowed 15 paid vacation days, Unused vacation days on July 31, will be paid out in August at their current rate  
Allowed 6 days of sick leave per year, cumulative to 30 days  
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, the Fourth of July and Memorial Day  
2 Personal days – paid out if unused at \$50 a day.  
Regular pay on unplanned school cancellations.

**Secretary**

Employed August 1 through May 31<sup>st</sup>  
Provided 100% appropriate level of full coverage insurance.  
Single Dental Insurance  
2 personal days - Unused days on May 31, will be paid out in June at \$50 a day.  
Allowed 6 days of sick leave per year, cumulative to 20 days.  
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, and Memorial Day  
Regular pay on unplanned school cancellations.

**Cooks**

Employed during the school term only  
Provided appropriate level of full coverage insurance  
Single Dental Insurance  
Allowed 6 days of paid sick leave, cumulative to 20 days  
No paid holidays are granted for this position  
Allowed 2 personal days per year - Unused days on May 31, will be paid out in June at \$50 a day.  
Paid from the Hot Lunch Fund  
Regular pay on unplanned school cancellations.

**Physical Exam**

Any non-certified school employees who are required to do so by law must have a yearly physical examination.

**Summer Workshops for Food Handlers**

Those employed to handle and prepare food for the Hot Lunch Program are asked to attend the school provided by the State Department of Food Services.

All costs of the school and registration fees will be paid by the board of education. Transportation will be provided if applicable.

**Non-Certified Substitute Pay**

A substitute for a non-certified staff member will be paid on an hourly rate set each year by the school board. The rate is \$15.00 an hour.

**Paraeducators**

Employed on an hourly basis only as needed  
Provided 100% appropriate level of full coverage insurance.  
Single Dental Insurance  
Allowed 6 days of paid sick leave, cumulative to 20 days  
No paid holidays are granted for this position.  
Allowed 2 personal days per year - Unused days on May 31, will be paid out in June at \$50 a day.  
Regular pay on unplanned school cancellations.

**Other Provisions Applicable to All Classified Staff**

**Rate of Pay**

All classified staff shall be paid an hourly rate.  
Classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked.

Adopted on: 7/12/2021  
Revised on: 8/12/2024  
Reviewed on: \_\_\_\_\_