

## Raymond School District Policy – GDB

### EMPLOYMENT OF NON-CERTIFIED PERSONNEL

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, non-certified personnel to work in non-instructional capacities. Non-certified personnel are those people whose employment status does not require certification in accordance with rules and regulations of the State Board of Education. This non-certified staff includes, but is not limited to, the following types of positions: secretaries, paraprofessionals, custodians, maintenance staff, cafeteria workers, instructional assistants, transportation employees, 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 in accordance with Policy GDF, Support Staff Hiring.

#### **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 non-certified employees will be determined on an individual basis, and will be recommended by the superintendent to the board each year.

Compensation for hourly employees will be according to current collective bargaining agreements, if applicable.

#### **Workday**

Each non-certified employee's supervisor will establish the employee's work schedule, including starting time, break time, lunchtime and ending time. Non-certified employees working more than 5 consecutive hours per day will be provided a ½ hour lunch or eating period. Workday parameters will be according to current collective bargaining agreements, if applicable.

#### **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 non-certified 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 and vacation.

Leave for hourly employees will be according to current collective bargaining agreements, if applicable.

## **Annual Notice**

No later than the last day of school each year, the Superintendent will notify all educational support staff and non-certified employees who have completed their probationary employment period of the District's intent to continue or not continue their respective employment for the following 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.

*Note: This policy may be affected if non-certified personnel are represented by a bargaining unit established under RSA 273-a.*

## **Legal References:**

*RSA 189:14-h, Notice to Education Support Personnel and Non-Certified School District Employees Required*

Adopted: April 20, 2011