

NICASIO SCHOOL DISTRICT

Board Policy

Series 4000: Personnel

BP 4250

CLASSIFIED PERSONNEL

Compensation and Related Benefits

The Governing Board recognizes the right of public employees to form a bargaining unit and to select an employee representative to negotiate with the District on their behalf. Classified personnel of Nicasio School District are not currently represented by a bargaining unit. Therefore, the Board has set forth the following policies regarding compensation and related benefits of classified personnel:

- Wages & Leaves (BP 4251)
- Health & Welfare Benefits (BP 4254)
- Retirement Compensation (BP 4255)

Definitions

The following definitions relate to terms found within BP 4251 (Wages and Leaves), BP 4254 (Health and Welfare Benefits), and BP 4255 (Retirement Compensation).

Classified Management

Employees hired by the District to provide management oversight and services that support the operations of the District and school. Classified Management personnel include, but are not limited to, Chief Business Officer and Office Manager.

Classified Personnel

Employees hired by the District to provide services that support and enhance the District's educational program. Classified personnel include, but are not limited to classroom instructional assistant, campus supervisor, custodian, and subject area specialists for programs like Art, Drama, Music, Spanish, etc.

Full-Time Status

Full-time status (1.0 FTE) shall consist of five (5) consecutive days, eight (8) hours per day, exclusive of the daily lunch period, or forty (40) hours per week, Monday through Friday.

Part-Time Status

For classified personnel working less than full-time, the full-time equivalent (FTE) shall be based on the ratio of hours worked, Monday through Friday, to a forty (40) hour work week.

Salaried Employees

Classified Management

Classified Management employees who work a defined number of days per year in exchange for a defined annual salary.

Hourly Employees

Ten-Month Employees

Classified personnel who work between 180 and 212 school days are defined as ten-month employees.

Twelve-Month Employees

Classified personnel who work consistently throughout the 12-month calendar are defined as twelve-month employees.

Leaves

Employee absences related to sick time, personal leave, vacation, and holidays.

1st Reading: November 10, 2010 Board Approved
Revised: November 6, 2014 Board Approved