

NICASIO SCHOOL DISTRICT

Board Policy

Series 4000: Personnel

BP 4251

CLASSIFIED PERSONNEL

Wages & Leaves

Terms contained within this policy are defined in BP 4250 (Compensation and Related Benefits).

Wages

Hourly rates paid to classified personnel shall increase in accordance with the Classified Personnel Salary Schedule (E 4251). Such hourly rate increases will be applicable after a minimum of eight (8) consecutive months of employment. Rate increases, when applicable, will take effect on July 1st.

At the Board's discretion, hourly rates may also be increased for classified personnel to reflect a cost of living adjustment (COLA).

Leaves

Classified personnel who do not work the same number of hours each day of the week shall have their sick time/personal leave entitlement calculated according to the average number of hours worked per day over a one-week period (Monday through Friday). This calculation will apply to sick time, personal leave, vacation, and holidays.

Sick Time & Personal Leave

All classified personnel are entitled to earn sick time and personal leave based on FTE. (Education Code §45190-45210)

Ten-Month Employees

Ten-month employees who work full-time (1.0 FTE), according to the definition of full-time status, are entitled to ten (10) days of sick time/personal leave per annual contract. Ten-month employees who work part-time, according to the definition of part-time status, are entitled to ten (10) prorated days (according to FTE) of sick time/personal leave per annual contract.

Twelve-Month Employees

Twelve-month employees who work full-time (1.0 FTE), according to the definition of full-time status, are entitled to twelve (12) days of sick time/personal leave per annual contract. Twelve-month employees who work part-time, according to the definition of part-time status, are entitled to twelve (12) prorated days (according to FTE) of sick time/personal leave per annual contract.

Vacation

All classified personnel are entitled to earn vacation or an equivalent compensation for vacation. (Education Code §45190-45210)

Vacation for Ten-Month Employees

Ten-month employees are essential to the daily operations of the District throughout the school year. As such, ten-month employees shall receive payment for their vacation entitlement in-lieu of receiving time off. The accrued value of vacation pay shall be added to the annual contract and paid as part of an employee’s monthly wages.

In the event that a ten-month employee, who has been paid an accrued value of vacation pay as part of an annual contract, takes a vacation during the term of the annual contract, the employee’s pay will be reduced by the value of such leave.

Vacation for Twelve-Month Employees

Twelve-month employees shall take vacation days off for their accrued vacation time. Arrangement for days off shall be made in advance with approval of the site administrator. Effort shall be made by twelve-month employees to ensure that vacation days are taken during a time that has the least impact on the daily operations of the District.

Based on an employee’s FTE, calculations for vacation shall be made as follows:

<u>Years of Employment</u>	<u>Rate</u>
1 – 4 years	.833 days per month
5 – 14 years	1.250 days per month
15 + years	1.666 days per month

Holidays

Classified personnel are entitled to ten (10) paid holidays per year provided that they are in paid status during any portion of the working day immediately preceding or succeeding the holiday. (Education Code §45190-45210)

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| New Year’s Day | Labor Day |
| Martin Luther King’s Birthday | Veterans Day |
| Lincoln’s Birthday | Thanksgiving |
| Washington’s Birthday | Day after Thanksgiving |
| Memorial Day | Christmas Day |