

## 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. Non-certified staff includes, but is not limited to, the following types of positions: secretaries, technology coordinators, speech therapists, maintenance staff, cafeteria workers, instructional assistance, transportation employees, etc.

### Applications

A written application will be made available 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, Hiring of Non-Certified Personnel.

### 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 salaried 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 a salary schedule approved annually by the Board.

### Workday

Each non-certified employee's supervisor will establish the employee's work schedule.

## **Payroll**

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.

## **Grievances**

All grievances should be settled with the employee's immediate superior. Appeal may be made to the Superintendent.

## **Annual Notice**

The Superintendent will notify all educational support staff and non-certified employees by the last day of each school year 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*

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Second Reading: December 1, 2011

**Adopted: December 1, 2011**