

Category: 7000 PERSONNEL	Policy Number: 7205
Policy Title: CLASSIFIED EMPLOYEES: AT-WILL EMPLOYMENT	Effective Date: March 8, 2005

The board will annually review and determine its staffing needs for non-certified (classified) employees. The board authorizes the superintendent or designee to hire employees to fill open, non-certificated positions in the district, as needed, and create new positions when an emergency arises. Non-certificated personnel will be hired based upon their qualifications for the position.

Non-certified personnel are at-will employees and are not entitled to any expectations of future employment with the district.

Legal Reference: Idaho Code Section 33-517

Reference: Policy 7320, Salary Schedules and Credit Information

Policy 7174 and Procedure 7174p, "Professional Development"

Policy 7305 and Procedure 7305p, "Employee Benefit Schedule"

Procedure 7205p, "Classified Employees: At-Will Employment"

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New Classified Employees:

At the time of initial employment, a Recommendation for Hire for a new classified employee must be completed and signed by a principal or supervisor, and approved by the superintendent or designee and by the board. This approved Recommendation will then be submitted to Payroll so that a Payroll Calculation Verification Worksheet may be completed for the employee.

Annually thereafter, all non-certificated employees will receive a payroll worksheet. The worksheet is intended to set forth the non-certificated employee's work schedule and rate of pay. The worksheet does not alter the employee's at-will employment status.

Classified employees will be asked to sign an Accident Prevention and Reporting Form and an Internet User Agreement Form (where applicable) and any other form pertinent to their being aware of district policies and procedures.

Classified Employee Changing Job Classification:

Classified employees may have credit for salary schedule placement for 75% of their total years of district experience OR be placed on the step equivalent to their current rate of pay when moving to a new classification that has higher pay.

Classified employees who move to a lower paying classification will be placed at the correct step for that position with correct number of years of district experience.

Substitute bus drivers may be given one (1) year of experience when hired as a regular driver. In no case shall a bus driver be paid less than the rate a substitute driver would be paid. The employee will be placed on the existing salary schedule and the calculated daily rate will be supplemented to be equal to the substitute rate. The supplementation will continue until the driver's pay is higher than that of a substitute driver.

