

## EMPLOYMENT OF NON-CERTIFIED PERSONNEL

see Also: Policy GDB

### . Employment Status — Hourly Employees

1. Full-Time Year-Round Employees: Persons employed by the district who have average scheduled hours of work of 40 hours or more per week — year around.
2. Full Time School Year Employees: Persons employed by the district who have average scheduled hours of work of 35 hours or more per week — year around
3. Part Time Employees: Persons employed by the district who have average scheduled hours of work of less than 35 hours per week.

All employees are employed at-will. This means that either the district or the employee may terminate the employment relationship at any time, for any reason or for no reason, with or without notice.

### B. Hourly/Salaried Exempt:

1. Hourly Employee: Persons whose rates of pay are established on an hourly basis. Hourly employees are entitled to overtime pay for work in excess of 40 hours per week.
2. Salaried Employees: Persons whose rates of pay are established on a weekly or biweekly basis regardless of the number of hours worked in a workweek or pay period. Salaried employees who also meet the duties tests for exemption are sometimes referred to as "exempt" because they are exempt from the overtime provisions of state and federal law and are therefore not entitled to overtime pay.

### 3. C. Wages

1. Compensation for salaried non-certified, non-collective bargaining employees will be determined on an individual basis and will be recommended by the Superintendent to the Board each year.
2. An hourly or salaried non-exempt employee is not entitled to work overtime or receive overtime wages without the authorization of the Superintendent of Schools or his/her designee.
3. An hourly or salaries non-exempt employee who works overtime without the authorization of the Superintendent of Schools or his/her designee will be subject to discipline up to and including dismissal.

## F. Attendance/Office Hours

1. Hourly personnel are expected to be at work during the hours designated on the Staff Notice of Employment

## G. Absenteeism and Tardiness

1. On those days when an employee must be absent or late, it is the employee's responsibility to inform his or her supervisor that he or she will be absent or late. If the employee cannot give advance notice of an absence, the employee must let his or her supervisor know before the start of the workday.
2. Employees are required to call their supervisor every day during a period of absence, unless the employee's supervisor agrees to allow the employee to call in on a less frequent basis.
3. Employees are required to complete the "Request for Leave" through the Employee Portal for all absences. This form must be completed in sufficient time for the supervisor and superintendent to approve the leave and the form to be returned to you. It is recommended that the form be completed a minimum of seven (7) days before the requested leave. It is understood that if you call in sick early in the morning, you will complete the form on the first day you return to work.
4. The requirements of this policy apply to all employees, whether paid hourly or on a salary basis. When an employee is late, leaves early, or is absent, the employee must notify his/her school administrator and must indicate the type of leave that should be applied to the absence. The district has the right to choose the type of leave to apply to an absence even if not requested by the employee.
5. A physician's note maybe required for any absence of three (3) or more days for return to work. In addition, the district reserves the right to request a medical note on other occasions, within its discretion.
6. Dependable and prompt attendance is an important part of each employee's success with the district. Absences or tardiness may lead to disciplinary action, up to and including termination.
7. Employees are expected to report for work on time; successive tardiness is subject to disciplinary action.

## H. Bereavement Leave

Bereavement leave may be used for a death in the immediate family. Immediate family is defined as: spouse/domestic-civil partner, children, parents, grandparents, brothers, sisters, in-laws and residents of the household. I. Sick Leave

Sick leave will be granted per district fringe benefits policy for support staff & administration, and per staff handbook for teachers.

## J. Personal Leave

Personal leave will be granted per district fringe benefits policy for support staff & administration, and per staff handbook for teachers.

## K. Holidays Full-time year-round Employees - 11 paid Holidays Full-time school year Employees — 9 paid Holidays

SAU #7 observes the following (11 day holiday schedule): 4<sup>th</sup> of July, Labor Day, Veterans' Day, day before Thanksgiving, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year's Day, Civil Rights Day, Memorial Day, and one (1) floating holiday which is officially designated by the Superintendent of Schools

## L. Vacation

School vacations are designated on the school calendar

Year-round employees who receive paid vacation as part of their fringe benefits must complete the Request for Leave in the Employee portal in sufficient time for the supervisor and superintendent to approve the leave and the form to be returned to you. It is recommended that the form be completed a minimum of (7) seven days before the requested leave. Vacation time will not be granted one week prior to the opening of school and the first week that school is in session. Vacation time is noncumulative and must be used by August 30; however, up to (5) five days may be rolled over to be used between August 31 and October 31 if the time was unable to be scheduled by August 30. Otherwise, unused vacation time will be lost.

## M. Jury Duty

New Hampshire law requires the granting of jury duty leave and prohibits discharge of an employee based on jury service. The amount of pay received for the day from the court for jury service will be deducted from the employee's regular pay. The employee must apply for leave for jury duty by submitting the summons along with the Request for Leave in the Employee Portal to a supervisor and the Superintendent of Schools. The employee will be expected to return to work if excused from jury duty during regular working hours.

## N. Witness Leave

An employee summoned for witness duty will be given necessary time off to serve as a witness in a legal proceeding as required by law. Payment will be the same as for jury duty.

## O. Military Leave

An employee will be eligible for all considerations of military leave in accordance with applicable state statutes and the federal Uniformed Services Employment and Reemployment Rights Act (USERRA).

Uniformed Services consists of: Air Force, Air Force Reserve, Air National Guard, Army, Army Reserve, Army National Guard, Coast Guard, Coast Guard Reserve, Marine Corps, Marine Corps Reserve, Navy, Navy Reserve, State National Guard, and any other category of persons designated by the President of the United States in time of war or emergency.

The employee must provide to the Superintendent advance written notice, except in cases of emergency assignment or other conditions that make notice impossible or unreasonable. The employee must provide either written documentation evidencing performance of military duty or identify the military command in order for the school to verify the request.

Any employee who is a member of a reserve component of the United States Armed Forces, or a member of the National Guard shall be entitled to a leave of absence without losing years of service or grade of pay/step.

No loss of benefits or salary up to a maximum of ten days.

#### P. Other Leave

Employees who take leave not listed in Sections H-O will be subject to discipline up to and including dismissal, unless the leave is legally required or is taken with the approval of the Superintendent of Schools or the Superintendent's designee.

#### Q. Timesheets

All employees in federally funded, hourly, salaried non-exempt, or stipend positions must submit timesheet for hours worked. Timesheets must be submitted to SAU #7 payroll staff by Monday 9:00am each week. Employees who fail to do so will be subject to discipline up to and including dismissal.

Training and Probationary Period — See GDF

#### Legal References:

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

SAU #7 Policy Committee: Recommended for Adoption —

Clarksville School Board: Adopted —

Colebrook School Board: Adopted Columbia

School Board: Adopted Pittsburg School

Board: Adopted -

Stewartstown School Board: Adopted –

SAU #7 Board Approved Adoption: August 11, 2022