

EMPLOYMENT/HIRING OF NON-CERTIFIED PERSONNEL

Category: R

Related Policies: AC, GDF,

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. *Hiring and other employment decisions shall be made in accordance with applicable law and Board policy AC Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan.*

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, driver education instructors, speech therapists, maintenance staff, cafeteria workers, instructional assistance, transportation employees, etc.

Applications

Written application will be made 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.

Criminal Record Check

All new employees are subject to criminal background check, as per policy.

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, *non-collective bargaining 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, including starting time, break time, lunchtime and ending time. Non-certified employees working more than 20 hours per week will be provided 2 paid fifteen-minute breaks during each regular workday.

Re-Assignment

The Superintendent or his/her designee will assign and /o reassign non-certified personnel to employment positions as necessary to fulfill the districts educational mission. Each non-certified employee is under the direct supervision of the building principal or his/her immediate supervisor where no building assignment is involved.

Training

It is the responsibility of the Superintendent to designee to coordinate activities and training sessions that will aid non-certified personnel in learning the requirements of their position. Prior to assuming his/her duties, each non-certified employee will be advised of local policies relevant to their specific responsibilities.

Evaluation of Support Staff

The performance of each non-certified person shall be monitored throughout the year. The employee's immediate supervisor is responsible for a formal written assessment of the employee performance based on her/his specifically assigned duties, which will be submitted according to the district's procedures, once per year.

Payroll Deductions

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 *if permitted under rules of the Department of Labor*.

Leave

Requests for leave by non-certified personnel will be handled individually by the employee's supervisor with final approval by the Superintendent and may be allowed for reasons such as illness, death of a close relative, maternity, personal time, professional time and vacation as defined in the letter or employment. No personal, vacation or planned sick time will be taken the week before school begins, the first week of school and the last day of school without prior approval from the Superintendent of Schools.

Grievances

All grievances shall be processed in accordance with Policies GBD and GBD-R.

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 per RSA 189:14-h

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.

Suspension

The Superintendent may suspend a non-certified employee at any time when deemed necessary.

Employment of Non-certified Employees

Employment of non-certified employees is at will. This means that the employee or the Superintendent may end the employment relationship at any time, with or without cause, reason or notice.

Voluntary Termination

Upon retirement or resignation non-certified personnel will give the immediate supervisor written notice of resignation at least two (2) weeks in advance of the effective date of voluntary termination. This requirement may be waived by the Superintendent upon request for justifiable reasons.

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 – May 25, 2022/ June 1, 2022

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