

EMPLOYMENT OF NON-CERTIFIED PERSONNEL

It is the policy of the School Board to direct the Superintendent or his/her designee 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: administrative assistants, 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.

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 non-certified employees and non-collective bargaining employees will be determined on an individual basis and will be recommended by the Superintendent to the board each year.

Health Insurance

Available in accordance with applicable laws and procedure GDB-R.

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 up to a fifteen minute break during each 7 hour workday.

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 – *In Accordance with procedure GDB-R*

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.

Legal References:

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

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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Return to First Reading:	November 18, 2014
Second Reading:	December 9, 2014
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