

## Classified Employees - Employment

### Section 1. General Qualifications.

1. Skills. The person employed must have sufficient language, mechanical, computational, and clerical skills to perform his/her basic tasks without close supervision.
2. Maturity. The person employed must have reasonable emotional balance and self-control.
3. Ability in Dealing With Others. The person employed must have, or be able to develop very readily, a clear understanding of the function of his/her department in the operation of the school system.

Section 2. Selection of Classified Employees (excluding bus drivers and food service workers). Screening, initial interviews, and employment will be handled through the Executive Director of Employee Relations or at his direction. Screening will be done by a committee, where applicable, with the finalists interviewed by the building administrator. Final recommendations will be made by the Executive Director of Employee Relations to the Superintendent.

Section 3. Critical Positions. Persons selected must be outstanding in each one of the three general qualifications listed above. They may be required to have had experience in the type of work they are to do or to be at a certain age level.

Section 4. Less Critical Positions. Persons selected must possess each one of the three general qualifications listed above. They shall not be required to have past experience or age beyond that needed for high school graduation.

Section 5. Part-Time Employees (excluding bus drivers and food service workers). Persons employed for twenty (20) hours or more per week shall be considered full-time employees. Full-time and part-time employees will be compensated on an hourly rate basis in accordance with the employee agreement. Only full-time employees will qualify for fringe benefits other than those required by statute or specified in the employee agreement.

Section 6. Work Rules. Work rules shall be posted in the work area of the classified employee. The employee will be expected to follow these work rules at all times.

Section 7. Employment of Classified Employees. The following guidelines will be observed as it relates to the employment of non-certificated staff in the East Allen County Schools:

1. Food service managers will work a 182 day year as designated by the building principals.
2. Food service workers will work only when student meals are served except for those provisions as defined in the agreement of the food service employees.
3. Paraprofessionals will work only when students are in attendance plus three (3) additional days as assigned and approved by the building principal and Executive Director of Employee Relations.
4. Health service personnel will work only when students are in attendance except for those provisions as defined in the agreement of the health service employees.
5. Secretaries will work according to the following schedule. An annual work calendar will be established by the Superintendent's office. Deviations from these dates must have written approval of the Director of Personnel and Employee/Labor Relations prior to the date(s) of deviation.
  - A. Ten month secretary - 214 days maximum.
  - B. Eleven month secretary - 231 days maximum.
  - C. Twelve month secretary - 262 days maximum.
6. Bus drivers will work only when students are in attendance except for those provisions as defined in the agreement of the bus drivers.
7. Custodial/Maintenance personnel will work those days designated as normal work days unless directed otherwise by the Superintendent of Schools.

Employees will be paid only for actual hours worked except for those benefits provided in the negotiated agreements.