

NUMBER:	SP 946
EFFECTIVE:	
REVISION:	06/09/2016
PAGES:	3

Statement of.....

## Policy and Responsibility

---

SUBJECT: CLASSIFIED PERSONNEL

---

Classified personnel are non-certificated district employees. This group is composed of custodians, food service, secretaries, bus drivers, classroom aides, maintenance employees, and nurses.

1. SUPERVISOR OF BUILDINGS AND GROUNDS - The supervisor reports to the Director of Support Services. The supervisor shall have general supervision of construction and maintenance work and be responsible to see that buildings and grounds are in good physical condition. The specific responsibilities shall be to:
  - a. supervise the maintenance facility and the maintenance staff.
  - b. recommend to the Superintendent new maintenance workers and the assignments of new and present personnel in the department.
  - c. serve as the supervisor of district custodians.
  - d. serve as the district fire marshal.
  - e. serve as the district asbestos and hazardous materials coordinator.
  - f. supervise construction work.
  - g. prepare specifications for bids for repair or construction work.
  - h. assist the Superintendent with plans for new construction.
  - i. evaluate employees of the department.
  - j. provide for substitute personnel.
  - k. make recommendations concerning the care of the buildings and other such items pertaining to the individual schools to the principals of the schools.
  - l. evaluate maintenance requests as received and assign work orders to ensure their completion in a timely manner and
  - m. perform other duties as assigned by the Superintendent or Director of Support Services.
  
2. FOOD SERVICE SUPERVISOR - The supervisor reports to the Director of Support Services and has general supervision of the lunch program. The supervisor's specific responsibilities shall be to:
  - a. recommend to the Director of Personnel new lunch workers and assignment of the lunch personnel.
  - b. prepare menus.
  - c. complete requisitions for lunch supplies.
  - d. arrange for substitute workers in the lunch program.
  - e. perform such other duties as assigned by the Director of Support Services or the Superintendent.

3. SCHOOL NURSE - The school nurse reports to the Supervisor of At-Risk Programs. When in a school, the nurse works under the direction of the principal. The nurse shall carry out proper health programs and assist in the prevention of disease as well as promote the general health of students in the district. The school nurse's specific responsibilities shall be to:
- a. participate in the formulation of health programs.
  - b. assist doctors in examination of students and discuss the findings with the parents when appropriate.
  - c. assist in securing correction of handicapping conditions found in children.
  - d. administer visions tests.
  - e. assist in first aid at school.
  - f. assist in health classes.
  - g. perform such other duties assigned by the Supervisor of At-Risk Programs.

4. CUSTODIANS - The regular full time custodian is required to work forty (40) hours per week. The custodian's work schedule shall be determined by the principal with the approval of the superintendent. Custodians shall not work more than (40) hours per week unless specifically requested by the principal.

The custodian reports to the principal. The custodian's specific responsibilities shall be to:

- a. be neat in appearance while on duty.
  - b. report excessive damage or unnecessary abuse of the building, grounds, or equipment.
  - c. be responsible for closing and locking all windows and doors before leaving at night. Note: No person shall remain in the building after the custodian locks up except upon permission of the principal.
  - d. know and use good housekeeping procedures.
  - e. keep the building in good repair, clean and an appropriate temperature.
  - f. keep the grounds neat, attractive, and the walks clean.
  - g. report infraction of rules to the principal.
  - h. remain on school grounds during working hours except with permission of the principal.
  - i. assist in other schools at the request of the principal or Superintendent.
  - j. perform other duties as assigned by the principal or Superintendent.
5. CLERICAL - The clerical staff works directly under the Director of Personnel or principal. Assignments to schools or the district office are made by the Superintendent upon the recommendation of the Director of Personnel.

Clerical personnel shall perform such duties as assigned by the Superintendent, Director of Personnel, or principal.

Regular full time clerical employees shall work forty (40) hours per week. The work schedule will be set by the principal with approval of the superintendent. Those secretaries working in the district office shall have their work schedule set by the Director of Personnel. The clerical employees shall not work more than forty (40) hours per week unless upon specific request of the principal or superintendent.

6. SCHOOL LUNCH WORKERS - The lunch employees report to the principal or supervisor. They shall be responsible for clean, wholesome meals under the school lunch program. They shall perform other duties as assigned by the principal or Superintendent. They are required by law to furnish evidence which satisfies the County Board of Health regarding freedom from communicable diseases.

Full time lunch employees shall work from 8:00 a.m. until 2:30 p.m. with one-half hour for lunch, unless changed by their supervisor. The salary paid shall include a lunch for each school lunch employee.

7. SCHOOL BUS DRIVERS - School bus drivers report to the Director of Support Services. Bus driver's specific responsibilities shall be to:

- a. be neat in appearance while on duty.
- b. conduct themselves in a friendly and courteous manner to students and parents.
- c. follow district procedures in working with students that misbehave on the bus.
- d. keep buses neat and clean both inside and outside.
- e. comply with the Omnibus Transportation Employee Testing Act of 1991.
- f. pass a biannual UDOT physical examination required by law. The physical examination will be paid for by the district and given by the designated doctor.
- g. attend all training and in-service required by the district and Utah State Office of Education.
- h. hold and maintain a commercial driver's license (CDL) with a school bus endorsement.

8. OTHER EMPLOYEES - Their work schedule will be set up by the Superintendent or designee. Work conditions will adhere to the Fair Labor and Standards Practices.

9. EXCEPTIONS TO HOURS - Deviations from the above working hours may be made by the supervisor.

#### CONTRACT EMPLOYEE ONLY BENEFITS

1. The District will provide hospitalization, surgical, surgical assistants, extended coverage and catastrophic illness insurance program for full time employees who work on a continuing basis twenty (20) hours or more per week and are paid on a contract salary. Employees that complete the contract year will be covered by the insurance through August 31.
2. The District will provide all full time employees with a sick leave and bereavement benefit program (See Policy SP 947 and SP 952).
3. Beginning September 1, 1988, new contract employees working 6-8 hours per day would have 100% of their health insurance paid. Those working 4.5-5.99 hours would have 75% of their health insurance paid.