

4040 Employment Terms for Classified Staff

Each position listed below shall be hired by the superintendent on the terms stated.

Head and Assistant Custodian

- Term: Employed on a 12-month basis. Workweek shall begin at 12:01 a.m. on Sunday and end at midnight on the following Saturday.
- Hours: Basic workday shall be approximately 6:00 a.m to 2:30 p.m. Custodial hours may vary depending on the type of job and amount of work.
- Insurance: The Employee shall be offered health and dental insurance equal to that negotiated by the Loomis Education Association for its members in the collective bargaining agreement with the Loomis Board of Education. This coverage will change when the collective bargaining agreement is changed. The Employee is not a member of the Loomis Education Association's bargaining unit and is not entitled to any other benefits of the collective bargaining agreement. The Employee may not convert any fringe benefit to salary or other forms of cash payments.
- Vacation: The employee shall be granted one day of paid vacation for each two months worked during the first year of employment.
 - Employees who have worked 10 or fewer continuous years may carry forward any accrued vacation days and shall receive up to 10 additional vacation days per year not to exceed the maximum accumulation cap of 15 days.
 - After 10 years of continuous service the employee may carry forward any accrued vacation days and shall receive up to 15 additional vacation days per year not to exceed the maximum accumulation cap of 20 days.
 - In no event shall the employee receive additional days beyond the applicable 15-day or 20-day accrual cap.
 - Upon termination of this contract by either party, the employee shall be compensated for each day of unused vacation at the hourly rate and scheduled work hours described above.
- Sick Leave: The employee shall receive 13 paid sick days for the term stated in the work agreement.
 - Employee may carry forward any accrued but unused sick days with continuous employment. 52 days may be accrued. In no event shall the employee receive additional days beyond the 52nd accrual cap.
 - When an employee retires or resigns and gives at least two weeks of advance notice, the employee shall receive any unused sick leave days at a rate of \$30.00 per day.
- Paid Leave: Holidays including Labor Day, Thanksgiving, Christmas Day, New Year's Day, Good Friday, the Fourth of July, Memorial Day, plus 2 floating holidays.

Superintendent's Secretary

- Term: Employed on a 12-month basis. Workweek shall begin at 12:01 a.m. on Sunday and end at midnight on the following Saturday.
- Hours: Basic workday shall be approximately 7:30 a.m to 4:00 p.m.
- Insurance: The Employee shall be offered health and dental insurance equal to that negotiated by the Loomis Education Association for its members in the collective bargaining agreement with the Loomis Board of Education. This coverage will change when the collective bargaining agreement is changed. The Employee is not a member of the Loomis Education Association's bargaining unit and is not entitled to any other benefits of the collective bargaining agreement. The Employee may not convert any fringe benefit to salary or other forms of cash payments.
- Vacation: The employee shall be granted one day of paid vacation for each two months worked during the first year of employment.

- Employees who have worked 10 or fewer continuous years may carry forward any accrued vacation days and shall receive up to 12 additional vacation days per year not to exceed the maximum accumulation cap of 17 days.
- After 10 years of continuous service the employee may carry forward any accrued vacation days and shall receive up to 17 additional vacation days per year not to exceed the maximum accumulation cap of 22 days.
- In no event shall the employee receive additional days beyond the applicable 17-day or 22-day accrual cap.
- Upon termination of this contract by either party, the employee shall be compensated for each day of unused vacation at the hourly rate and scheduled work hours described above.
- Sick Leave: The employee shall receive 13 paid sick days for the term stated in the work agreement.
 - Employee may carry forward any accrued but unused sick days with continuous employment. 52 days may be accrued. In no event shall the employee receive additional days beyond the 52nd accrual cap.
 - When an employee retires or resigns and gives at least two week of advance notice, the employee shall receive any unused sick leave days at a rate of \$30.00 per day.
- Paid Leave: Holidays including Labor Day, Thanksgiving, Christmas Day, New Year's Day, Good Friday, the Fourth of July, Memorial Day, plus 2 floating holidays.

Principal's Secretary

- Term: Employed on a 10.5-month basis. Workweek shall begin at 12:01 a.m. on Sunday and end at midnight on the following Saturday.
- Hours: Basic workday shall be approximately 7:30 a.m. to 4:00 p.m.
- Insurance: The Employee shall be offered health and dental insurance equal to that negotiated by the Loomis Education Association for its members in the collective bargaining agreement with the Loomis Board of Education. This coverage will change when the collective bargaining agreement is changed. The Employee is not a member of the Loomis Education Association's bargaining unit and is not entitled to any other benefits of the collective bargaining agreement. The Employee may not convert any fringe benefit to salary or other forms of cash payments.
- Vacation: The employee shall be granted 5 days paid vacation per year.
 - Employee may carry forward any accrued vacation days and shall receive up to 5 additional vacation days per year not to exceed the maximum accumulation cap of 6 days.
 - Upon termination of this contract by either party, the employee shall be compensated for each day of unused vacation at the hourly rate and scheduled work hours described above.
- Sick Leave: The employee shall receive 12 paid sick days for the term stated in the work agreement.
 - Employee may carry forward any accrued but unused sick days with continuous employment. 48 days may be accrued. In no event shall the employee receive additional days beyond the 48th accrual cap.
 - When an employee retires or resigns and gives at least two week of advance notice, the employee shall receive any unused sick leave days at a rate of \$30.00 per day.
- Paid Leave: Holidays including Labor Day, Thanksgiving, Christmas Day, New Year's Day, Good Friday, the Fourth of July, Memorial Day, plus 2 floating holidays.
- Other: Employee shall receive payment whenever school is canceled on a day originally scheduled for student attendance (example: snow day). For example a 2-hour late start would result in 2 hours of pay; no school would result in 8 hours of pay.

Office Secretary

- Term: Employed during the school term on an hourly basis, as needed (approximately August 15th to May 20th). Workweek shall begin at 12:01 a.m. on Sunday and end at midnight on the following Saturday.
- Hours: Basic workday shall be approximately 8:00 a.m to 4:00 p.m.
- Insurance: None
- Vacation: The employee shall be granted 2 days paid vacation per year.
 - Employees may carry forward any accrued vacation days and shall receive up to 2 additional vacation days per year not to exceed the maximum accumulation cap of 3 days.
 - Upon termination of this contract by either party, the employee shall be compensated for each day of unused vacation at the hourly rate and scheduled work hours described above.
- Sick Leave: The employee shall receive 5 paid sick days for the term stated in the work agreement.
 - Employee may carry forward any accrued but unused sick days with continuous employment. 25 days may be accrued. In no event shall the employee receive additional days beyond the 25nd accrual cap.
 - When an employee retires or resigns and gives at least two week of advance notice, the employee shall receive any unused sick leave days at a rate of \$30.00 per day.
- Paid Leave: Holidays including Labor Day, Thanksgiving, Christmas Day, New Year's Day, and Good Friday.
- Other: Employee shall receive payment whenever school is canceled on a day originally scheduled for student attendance (example: snow day). For example a 2-hour late start would result in 2 hours of pay; no school would result in 8 hours of pay.

Head Cook

- Term: Employed during the school term on an hourly basis (approximately August 10th to May 20th). Workweek shall begin at 12:01 a.m. on Sunday and end at midnight on the following Saturday.
- Hours: Basic workday shall be approximately 6:30 a.m to 2:00 p.m.
- Insurance: The Employee shall be offered health and dental insurance equal to that negotiated by the Loomis Education Association for its members in the collective bargaining agreement with the Loomis Board of Education. This coverage will change when the collective bargaining agreement is changed. The Employee is not a member of the Loomis Education Association's bargaining unit and is not entitled to any other benefits of the collective bargaining agreement. The Employee may not convert any fringe benefit to salary or other forms of cash payments.
- Vacation: None
- Sick Leave: The employee shall receive 10 paid sick days for the term stated in the work agreement.
 - Employee may carry forward any accrued but unused sick days with continuous employment. 45 days may be accrued. In no event shall the employee receive additional days beyond the 45th accrual cap.
 - When an employee retires or resigns and gives at least two week of advance notice, the employee shall receive any unused sick leave days at a rate of \$30.00 per day.
- Paid Leave: None

Assistant Cook

- Term: Employed during the school term on an hourly basis (approximately August 15th to May 20th). Workweek shall begin at 12:01 a.m. on Sunday and end at midnight on the following Saturday.
- Hours: Basic workday shall be approximately 6:30 a.m to 1:30 p.m.

- Insurance: None
- Vacation: The employee shall be granted 2 days paid vacation per year.
 - Employees may carry forward any accrued vacation days and shall receive up to 2 additional vacation days per year to bring the total vacation days back to 2.
 - Upon termination of this contract by either party, the employee shall be compensated for each day of unused vacation at the hourly rate and scheduled work hours described above.
- Sick Leave: The employee shall receive 5 paid sick days for the term stated in the work agreement.
 - Employee may carry forward any accrued but unused sick days with continuous employment. 25 days may be accrued. In no event shall the employee receive additional days beyond the 25th accrual cap.
 - When an employee retires or resigns and gives at least two week of advance notice, the employee shall receive any unused sick leave days at a rate of \$30.00 per day.
- Paid Leave: Holidays including Labor Day, Thanksgiving, Christmas Day, New Year's Day, and Good Friday.
- Other: Employee shall receive payment whenever school is canceled on a day originally scheduled for student attendance (example: snow day). For example a 2-hour late start would result in 2 hours of pay; no school would result in 7 hours of pay.

Part-time Cook

- Term: Employed during the school term on an hourly basis, as needed (approximately August 15th to May 20th). Workweek shall begin at 12:01 a.m. on Sunday and end at midnight on the following Saturday.
- Hours: Basic workday shall be approximately 9:00 a.m to 2:00 p.m.
- Insurance: None
- Vacation: None
- Sick Leave: None
- Other: Employee shall receive payment whenever school is canceled on a day originally scheduled for student attendance (example: snow day). For example a 2-hour late start would result in 2 hours of pay; no school would result in 7 hours of pay.

Paraeducators

- Term: Employed during the school term on an hourly basis, as needed (approximately August 15th to May 20th). Workweek shall begin at 12:01 a.m. on Sunday and end at midnight on the following Saturday.
- Hours: Basic workday shall be approximately 8:00 a.m. to 3:30 p.m.
- Insurance: None
- Vacation: The employee shall be granted 2 days paid vacation per year.
 - Employees may carry forward any accrued vacation days and shall receive up to 2 additional vacation days per year to bring the total vacation days back to 2.
 - Upon termination of this contract by either party, the employee shall be compensated for each day of unused vacation at the hourly rate and scheduled work hours described above.
- Sick Leave: The employee shall receive 5 paid sick days for the term stated in the work agreement.
 - Employee may carry forward any accrued but unused sick days with continuous employment. 25 days may be accrued. In no event shall the employee receive additional days beyond the 25th accrual cap.
 - When an employee retires or resigns and gives at least two week of advance notice, the employee shall receive any unused sick leave days at a rate of \$30.00 per day.
- Paid Leave: Holidays including Labor Day, Thanksgiving, Christmas Day, New Year's Day, and Good Friday.

- Other: Employee shall receive payment whenever school is canceled on a day originally scheduled for student attendance (example: snow day). For example a 2-hour late start would result in 2 hours of pay; no school would result in 7 hours of pay.

Bus Route Driver

- Term: Employed during the school term, as needed (approximately August 15th to May 20th). Workweek shall begin at 12:01 a.m. on Sunday and end at midnight on the following Saturday.
- Hours: Basic workday shall be approximately 6:00 a.m to 8:00 a.m. and 3:00 p.m. to 5:00 p.m.
- Insurance: None
- Vacation: None
- Sick Leave: None
- Other: Employee shall receive payment whenever school is canceled on a day originally scheduled for student attendance (example: snow day).

Physical Exam

Any non-certified school employees who are required to do so by law must have a yearly physical examination. Required physical exams will be paid for by the district and a written notice given to the superintendent previous to September 1 of the ensuing year. The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent. If the employee wishes to go to a doctor other than the one specified by the board, the expenses will not be borne by the district.

Non-Certified Substitute Pay

A substitute for a non-certified staff member will be paid on an hourly rate set each year at a regular school board meeting.

Other Provisions Applicable to All Classified Staff Rate of Pay

Classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked.

Adopted on: December 9, 2013

Revised on: May 9, 2016

Revised on: July 11, 2016

Revised on: August 8, 2016

Reviewed on: _____

	Heidi	Custodians	Cheryl	Max	Para's	Joni	Virginia	PT Kitchen	Bus Drivers
Contract Length	12 months	12 months	10.5 months	9 months	9 months	9 months	9 months	0.33 FTE	
Health Insurance	Yes	Yes	Offered	No	No	Yes	No	No	No
# of Sick Days	13	13	12	5	5	10	5	None	None
Sick Day Accum.	52	52	48	25	25	45	25	None	None
Vacation Days	17	10 or 15	5	2	2	None	2	None	None
Vacation Accum.	22	15 or 20	6	3	2	None	2	None	None
Paid Holidays	7, plus 2 floating	7, plus 2 floating	7, plus 2 floating	5	5	None	5	None	None
Paid Snow Days	No	No	Yes	Yes	Yes	No	Yes	Yes	Yes