

CLASSIFIED WORKDAY REQUIREMENTS INCLUDING EXTRA DUTY & IN-SERVICE POLICY

WORKDAY

Classified employees will work in accordance with their Job Code Title Work Calendar Schedule as established by the District Administration. (See Human Resources for details.)

EXTRA DUTY & EXTRA DUTY ASSIGNMENTS

Extra Duty Assignments include but are not limited to coaching, directing, or otherwise advising extracurricular activities in addition to regular school day duties.

1. Classified employees workday may include Duty Time for recess, Lunchroom Duty, or monitoring student bus loading and unloading, and any other Additional Duties required of them.
 - a. With the approval of the building principal, employees' work times before, during, and after school may be adjusted.
 - b. Classified Employees may be authorized a stipend should their Extra Duty cause their Job (code) Title Work Calendar Schedule to extend past the regular required amount of workdays.
 - c. All Classified Employee Stipends must be approved by the building administrator and the District Office.
 - d. Classified employees and/or other individuals who receive a notice of termination during a contract period or they are not reissued a supplemental contract may not request an informal hearing before the Board as they are considered "at-will" employees.

Classified personnel are at-will employees with no property rights in their employment. Classified personnel are not entitled to any expectations of future employment with the district.



LEGAL REFERENCE:

Idaho Code Sections

33-511 – Maintenance of Schools

33-517 – Non-Certificated Personnel

ADOPTED: March 1, 2001 (as non-policy procedure In-service Days/Classified Employees)

Revised: April 10, 2006 (as non-policy procedure) Reviewed: November 8, 2010 (as non-policy procedure)

ADOPTED: November 15, 2011 (as policy)

Reviewed: November 19, 2013

Reviewed: January 15, 2019