

**LEYTON PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY #4040**

Employment Terms for Classified Staff

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

Head of Maintenance, Custodians, Technology Coordinator, Office Manager, Secretaries, and Nurse:

- Full-Time, up to 40 hours per week, 12 months per year. Office Manager, Secretaries, Nurse, and Technology Coordinator may have reduced hours during the summer and holiday breaks.
- District will provide full family health care plan and a single (employee) dental plan. Employees are allowed to purchase family dental and/or supplemental insurance for AFLAC and Disability as members of the district pool.
- Eligible for vacation time: after 1st anniversary – 40 hours; after 2nd anniversary – 80 hours; non-cumulative. Hours are available on September 1st, following the anniversary date. (**currently employed custodians are grandfathered in with 120 hours)
- 40 hours of paid sick leave per year, cumulative to 120 hours.
- 8 hours of paid personal leave per year, non-cumulative.
- 40 hours of paid bereavement leave per year, non-cumulative.
- Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, the Fourth of July and Memorial Day

Head Cooks, Kitchen Aides and Para educators:

- Full-Time, not more than 40 hours per week, during the school term.
- Kitchen Staff will be paid from the Hot Lunch Fund.
- 37.50 hours of paid sick leave per year, cumulative to 112.50 hours.
- 7.50 hours of paid personal leave per year, non-cumulative.
- 37.50 hours of paid bereavement leave per year, non-cumulative.
- Paid holidays to include Labor Day, Thanksgiving, Christmas Day, and New Year's Day.

Route Bus Drivers

- Employed during the school term only.
- Paid accordingly as approved at the August 10, 2020 Board meeting:
 - Base pay of \$17.50 per hour
 - Annual increase of \$0.50 per hour
 - Max salary of \$35.00 per hour
- 15 hours of paid sick leave per year, cumulative to 45 hours.
- 3 hours of paid personal leave per year, non-cumulative.
- 15 hours of paid bereavement leave per year, non-cumulative.
- Paid holidays to include Labor Day, Thanksgiving, Christmas Day, and New Year's Day.
- Physical Exams
 - Required physical exams will be paid for by the district.
 - The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent.

Activity Bus Drivers

- No benefits
- Rate of pay will be determined each year by Board approval.
- Trips will be assigned on a rotation.

Other Provisions Applicable to Classified Staff

Rate of Pay

- Head of Maintenance is an "Exempt Employee" and is paid a salary, not an hourly wage.
- Hourly 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. If an employee has two different rates of pay, overtime will be determined by a weighted average.
- A "Year" for purposes of this policy is defined as August 1st through July 31st.

Adopted on: October 11, 2010
Revised on: December 13, 2017
Reviewed on: December 9, 2019
Revised on: January 13, 2020
Revised on: September 14, 2020
Reviewed on: May 9, 2022