

**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, Groundskeeper 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, vision insurance single (employee). Employees are allowed to purchase family dental, family vision 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; 7th anniversary - 120 hours non-cumulative. Hours are available on September 1st, following the anniversary date.
- 48 hours of PTO per year, unused hours can cumulate to 120 hours of sick leave.
- 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
- Up to 5 Weather related school closure days can be paid per year, non-cumulative
- Paid Leave for when school is closed unexpectedly (non-weather related)

Food Services Director, 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 Nutrition Fund.
- 45 Hours of PTO per year, unused hours can cumulate to 112.50 hours of sick leave.
- 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.
- Up to 5 Weather related school closure days can be paid per year, non-cumulative
- Paid Leave for when school is closed unexpectedly (non-weather related)

Route Bus Drivers

- Employed during the school term only.
- Paid accordingly to the classified salary schedule 18 hours of PTO, unused hours can accumulate to 45 hours of sick leave.
- 15 hours of paid bereavement leave per year, non-cumulative.
- Paid holidays to include Labor Day, Thanksgiving, Christmas Day, and New Year's Day.
- Up to 5 Weather related school closure days can be paid per year, non-cumulative
- Paid Leave for when school is closed unexpectedly (non-weather related)
- 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 mattsuperintendent.

Activity Bus Drivers

- No benefits
- Rate of pay will be determined by the Classified Salary Schedule.

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.

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