

PERSONNEL: Classified

General: Definitions

1. Allocation of a Position: The placing of a position into a particular job classification.
2. Appropriate Administrator: The professional employee to whom the individual reports.
3. Calendar Days: All the days of the year.
4. Calendar Day Worked: The day on which the employee's shift began.
5. Classified Employee: An employee who performs duties that are typical of those designated as non-exempt under the provisions of the Fair Labor Standards Act.
6. Close Relatives: Grandmother-in-law, grandfather-in-law, brother-in-law,* sister-in-law,* uncle by blood or marriage, aunt by blood or marriage, niece by blood or marriage, nephew by blood or marriage, or first cousin. (*Classified as immediate family only for purposes of bereavement leave).
7. Demotion: A change in status from a higher grade to a lower grade.
8. Discharge: The summary release of an employee for stated cause, such as being under the influence of intoxicants or narcotics during working hours, stealing, willfully destroying property or falsifying records.
9. Duty Days: The days an employee is scheduled to work.
10. Fiscal Year: July 1 through June 30.
11. Formal Leave: Leave requiring approval of the Board of Education.
12. Full-time Employee: An individual regularly scheduled to work a normal workweek.
13. Grade: A level in the salary schedule with a common pay range for all jobs assigned thereto.

14. Immediate Family: Father, mother, brother, sister, husband, wife, son, daughter, grandmother and grandfather by blood (not marriage), grandson, granddaughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, a person residing as a member of the household where the employee is making his/her home, or any other person interpreted by the Board of Education.
15. Job: A group of positions sufficiently alike to warrant the use of the same title, specifications, and grade; synonymous with “Job Classification” and “Classification.”
16. Job Description: A written statement enumerating a collection of tasks which are typical of the scope and complexity of work performed within a given classification.
17. Job Family: Two or more jobs similar as to line of work but differing as to responsibility and difficulty.
18. Job Specification: A restatement of job information in terms of levels of factors which are common to all jobs in a major grouping, and so selected as to facilitate the stratification of jobs.
19. Non-duty Days: The days an employee is not scheduled to work; normally weekends, holidays, etc.
20. Normal Workweek: Five normal workdays within a calendar week.
21. Part-time Employee: An individual employed to perform work which can be effectively accomplished on less than a full-time daily, weekly, or monthly work schedule.
22. Regular Employee: An individual employee to fulfill duties of a recurring nature which tend to perpetuate the need for a regularly-assigned employee, and who has successfully completed a stated probationary period; regular employees are normally assigned on a 10-month or 12-month basis.
23. Position: A collection of tasks, duties, and responsibilities regularly assigned to and performed by a single individual; a position may be vacant or occupied.
24. Promotion: A change in status from a lower grade to a higher grade.
25. Quit: An employee-initiated separation without sufficient notice; absence without notice for three (3) consecutive workdays shall be considered a quit.

- 26. Red Circle Rate: A rate of pay received by an incumbent of position which is not consistent with the salary steps allotted to the pay grade into which the position has been allocated or reallocated.
- 27. Resignation: An employee-initiated separation with sufficient notice, normally two (2) weeks.
- 28. Salary Schedule: A written pay schedule providing for each job in the wage and salary structure; a progression of rates from minimum to maximum.
- 29. Sick Leave: Days not on duty because of personal illness.
- 30. Temporary Employee: An individual employed for three (3) or more weeks, normally to alleviate an emergency condition, and not expected to exceed six (6) consecutive months.
- 31. Termination: The separation of an employee who work performance has been of substandard quality and who has failed to comply with conditions of continued employment as stated in a written warning, or of a probationary employee who has not demonstrated the capabilities to assume permanent status, or of an employee who separation is necessitated for medical reasons.
- 32. Workday: A 24-hour period beginning with the start of the employee's shift.
- 33. Workweek: Seven (7) consecutive days beginning with the start of the employee's initial shift on or after midnight Saturday.

Rule

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Superintendent of Schools