

# Center Point-Urbana CSD



**2023-24**

## **Classified Support Staff Handbook**

**Includes Positions for:**

Administrative Assistants, District Office, Custodian, Food Service,  
Maintenance, Nurse, Paraprofessional, and Transportation

— Approved June 14, 2023 —

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Revised June 2023	

# Statements and General Information

## **Mission: Why We Exist**

“The mission of the Center Point-Urbana Community School District is to develop successful, life-long learners by providing a safe and caring environment, a stimulating curriculum, and a dedicated staff working with supportive parents in a friendly, small-town atmosphere.”

## **Notice of Nondiscrimination**

The Center Point-Urbana Community School District offers career and technical programs in the following areas of study:

- Architecture and Construction
- Science, Technology, Engineering, and Mathematics
- Transportation, Distribution and Logistics
- Business, Management, and Administration
- Health Science
- Human Services

It is the policy of the Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mr. Doug Koerperich, 145 Iowa Street, Center Point, Iowa, 319-849-1102, [dkoerperich@cpuschools.org](mailto:dkoerperich@cpuschools.org).

## **Classified Employees Board Policies**

All Classified employee and related Board policies are found on the CPU Simbli Website located at the below link. Please note various policy numbers (e.g. 401.03) may be referenced throughout this handbook.

**Link:** <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030935>

## **Classified Employees Defined (411.1)**

Classified employees are employees who are not administrators or employees in positions which require an Iowa Department of Education teaching license and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Classified employees will include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It is the responsibility of the superintendent to establish job specifications and job descriptions for classified employee positions. Job descriptions may be approved by the board.

Classified employees required to hold a license for their position must present evidence of their current license to the board secretary prior to payment of wages each year.

## PRE-EMPLOYMENT

### **Qualifications – Recruitment - Selection (411.02)**

Persons interested in a classified employee position will have an opportunity to apply and qualify for classified employee positions in the school district in accordance with applicable laws and school district policies regarding equal employment. Job applicants for classified employee positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on Teach Iowa, the online state job posting system. Announcement of the position will be through means the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

The superintendent will recommend employment of classified employees to the board for approval.

### **Contracts (411.03)**

The board may enter into written contracts with classified employees employed on a regular basis. The contract will state the terms of employment. Teacher Associates/Paraprofessionals and secretarial staff may receive an Employment Notification Letter, verifying their continued employment.

Each contract will include a 14 day cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of 14 days. This notice will not be required when the employee is terminated during a probationary period or for cause.

### **Licensing/Certification (411.04)**

Classified employees who require a special license or other certification will keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law and by the Iowa Department of Education for the position.

## EMPLOYMENT AND COMPENSATION

### **Assignment (411.05)**

Determining the assignment of each classified employee is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent will consider the qualifications of each classified employee and the needs of the school district.

It is the responsibility of the superintendent to assign classified employees and report such assignments to the board.

### **Transfers (411.06)**

Determining the location where a classified employee's assignment will be performed is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent will consider the qualifications of each classified employee and the needs of the school district.

A transfer may be initiated by the employee, the principal or the superintendent (or designee).

It is the responsibility of the superintendent to transfer classified employees and report such transfers to the board.

### **Evaluation (411.07)**

Evaluation of classified employees on their skills, abilities, and competence is an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the board's standards of performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

It is the responsibility of the superintendent to ensure classified employees are formally evaluated annually. New and probationary classified employees may be formally evaluated at least twice a year.

### **Compensation (412.01)**

The board will determine the compensation to be paid for the classified employees' positions, keeping in mind the education and experience of the classified employee, the educational philosophy of the school district, the financial condition of the school district and any other considerations as deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board annually regarding the compensation of classified employees.

### **Wage and Overtime Compensation (412.02)**

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation is in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the superintendent.

Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

It is the responsibility of the board secretary to maintain wage records.

### **Payroll Procedures**

1. Salaries will be on a twelve-month payment schedule unless extenuating circumstances exist as determined at the sole discretion of the superintendent. Payroll Checks will be distributed on the 10<sup>th</sup> of each month.
2. When a pay date falls on a holiday or weekend, employees shall receive their paychecks on the last previous business day.
3. Automatic or direct deposit is required for payroll checks.

## **BENEFITS**

### **Activity Pass**

Each support staff employee has the option to earn two (2) single activity passes for himself/herself and for one (1) other immediate family member (designation will be made at the beginning of the school year) by working at one (1) event. This option exists only if there are extra events that are not able to be covered by certified staff. Support Staff employees are encouraged to participate by working at events.

### **Group Insurance Benefits (412.03)**

Classified employees may be eligible for group insurance benefits as determined by the board and required by law. The board will select the group insurance program and the insurance company which will provide the program.

In accordance with the Patient Protection and Affordable Care Act (ACA), the board is required to offer classified employees, who are expected to work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. The board will utilize the applicable measurement period to determine whether variable hourly employees qualify for an offer of insurance coverage under the district's group health plan. The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its licensed employees.

At Center Point-Urbana, classified employees who work a minimum of 20 hours per week are eligible to participate in the group health insurance plan. Employers should maintain documents regarding eligible employees' acceptance and rejection of coverage.

Regular part-time classified employees who wish to purchase insurance coverage may participate in group insurance programs by meeting the requirements of the insurer. Regular classified employees who wish to purchase insurance coverage for their spouse or dependents may do so by meeting the requirements of the insurer.

Classified employees and their spouse and dependents may be allowed to continue coverage of the school district's group health insurance program if they cease employment with the school district by meeting the requirements of the insurer.

### **Insurance**

Employees that work forty (40) hours per week shall receive **\$722.00** towards the cost of basic health insurance coverage. The employee **must** take health insurance in order to receive the **\$722.00**. Employees currently working twenty (20) hours or more per week are eligible to purchase health insurance.

The insurance coverage will be effective on the 1<sup>st</sup> of the month following the date of hire (example: Hire date August 15 = insurance begins September 1).

### **Life Insurance**

Employees who are regularly scheduled to work more than twenty (20) hours per week will be provided with a \$20,000 life and accidental death and dismemberment policy. The insurance coverage will be effective on the 1<sup>st</sup> of the month following date of hire.

- **Reduction Schedule**
  - **Life:** Reduces 65% at age 70, to 45% at age 75 and terminates at retirement
  - **Dependent:** Does not reduce and terminates at the Insured Employee's retirement

### **Long-term Disability**

Employees who are regularly scheduled to work more than twenty (20) hours per week will be provided long-term disability insurance. The insurance coverage will be effective on the 1<sup>st</sup> of the month following date of hire. Long-term disability will cease at the end of the following resignation.

- **Contract Employee Termination or Retirement**
  - Coverage terminates at the earlier of retirement or expiration of the current contract year. If you terminate mid-contract, coverage terminates at the end of the month following the date you last worked.

### **403(b) Plans / Dental Insurance / Vision Insurance / Etc.**

The premiums for payment for the above may be deducted from the salaries of support personnel provided that written application of such deduction shall be on file with the School Business Manager.

**Vacations – Holidays – Personal Leave (414.01)**

Full-time, year round, support employees who have served a full year (12 months) are entitled to two (2) weeks' vacation with pay for each year of consecutive employment, years one through ten (1 through 10). Three (3) weeks are earned during the eleventh through twentieth (11 through 20), and four (4) weeks are earned after the twentieth (20th) year. Years of service are transferable between positions (e.g. Paraprofessional to custodian).

The following table serves as a visual for the above outlined policy:

<b>1-10 Years</b>	<b>11-20 Years</b>	<b>21+ Years</b>
2 weeks per year (10 days)	3 weeks per year (15 days)	4 weeks per years (20 days)

Vacation time may not be accumulated from one year to the next.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation will not be accrued from year to year without a prior arrangement with the superintendent.

Twelve (12) month employees will receive up to eleven (11) paid holidays as follows unless otherwise specified in their job matrix:

- New Year's Day (1)
- Good Friday and Monday (2)
- Memorial Day (1)
- Fourth of July (1)
- Labor Day (1)
- Thanksgiving Day (1)
- Thanksgiving Friday (1)
- Christmas Eve Day (1)
- Christmas Day (1)
- Winter Break Days (3)
- New Year's Eve (1)

## LEAVES OF ABSENCE

### **Personal Illness Leave (414.02)**

Classified employees are granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the employees up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee will report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of 90 days for classified employees.

The following table serves as a visual for the above outlined policy:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
10 days	11 days	12 days	13 days	14 days	15 days

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board and the superintendent or designee to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with board policy regarding family and medical leave.

If an employee is eligible to receive workers' compensation benefits, the employee will contact the board secretary to implement these benefits.

If the employee collects workman's compensation for time lost due to a work-related injury, the employee may elect to have their workman's compensation supplemented by sick leave to reach full pay.

The number of days carried forward shall be tabulated in the following manner:

- The number of days earned but not unused at the prior job shall be converted to a number of hours. (ex. 10 days x 8 hours = total 80 hours.)
- The total hours accumulated are divided by the number of hours per day worked in the new job. (ex. 80 hours 4 hours = 20 days.)
- The quotient is the number of days that the employee may miss from the new assignment for approved sick leave up to the maximum of 105 days.

### **Pro-rata Basis Accumulation of Personal Illness Leave**

Unused sick leave shall accumulate from year-to-year to a maximum of ninety (90) days, with additions to be made July 1<sup>st</sup> of each year. Part-time employees will be entitled to be paid sick leave on a pro-rata basis according to the number of contracted hours per day and total days in a school year. An example of this is if an employee begins working halfway through the school year, their personal illness leave will be pro-rated based on their hire date.

### **Personal Leave**

Each employee will be allowed two (2) days of personal leave. An employee planning to use a personal day or days shall notify his/her supervisor at least 5 days prior to the leave. Leave may be granted with notification of less than five (5) days in unusual circumstances with consent of the supervisor. These days cannot accumulate from year-to-year. Personal leave will not be taken on any of the first ten (10) days of school or to extend a school holiday or vacation. Employees shall be reimbursed in July at the sub rate per hour for any unused personal leave days.

### **Bereavement Leave**

Should death of a member of the employee's family occur, the employee is entitled to paid leave for the work days lost provided that such days are taken according to the following schedule:

Relationship	Paid Leave
Spouse, Child or Parent	Five (5) days per occurrence
Sister, Brother, Grandchild, Grandparent, Mother-in-law, Father-in-law, Daughter-in-law, Son-in-law	Three (3) days
Brother-in-law, Sister-in-law, Niece, Nephew, First cousin, Aunt, Uncle, Grandparent-in-law	One (1) day



**Family Illness**

An employee will be entitled without loss of pay to seven (7) days annually in the event of illness or injury in the employee's immediate family (spouse, child, or parent) and will have such days deducted from the employee's accumulated sick leave.

Relationship	Paid Leave
Spouse, Child, Parent	Seven (7) days annually

**Family In-patient Hospitalization Emergency Leave**

Should in-patient hospitalization of a family member necessitate the attendance of the employee, leave may be granted under the following including the stipulation that the employee may be required to provide the district with appropriate verification of the facts upon which the leave is based:

Relationship	Paid Leave	Conditions
Spouse, Child, Parent	Five (5) days annually	Only In-Patient Hospitalization

**Family and Medical Leave Act (FMLA) (414.03)**

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as a rolling 12-month period. Requests for family and medical leave will be made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. Employees should contact and submit all requests, information, questions, etc. to the Assistant Superintendent.

**Jury Duty (414.06) and Court Subpoena**

The board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Classified employees will receive their regular salary. Any payment for jury duty is turned over to the school district.

In the absence of extraordinary circumstances, support personnel in the school system shall be excused if under subpoena from a court of record. In order that no one shall suffer financial loss because of such absence, the normal salary will be paid.

**Absence Without Pay**

All absences without pay must be pre-approved in a timely manner. Support Staff who typically work nine-to-ten (9-10) months without vacation time are reminded that they are not twelve (12) month employees and should try to schedule vacation/time off during non-school time.

Absences without pay may be authorized by the Assistant Superintendent or designee for purposes which he/she considers urgent and necessary. For such absences, deduction from the employee's salary will be made in accordance with the school district's pay deduction regulations. These will happen in the next pay period.

Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.

Other absences than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

**Lunch / Breaks**

All support staff that works a minimum of six (6) hours per day will take an unpaid ½ hour lunch or dinner break. All support staff personnel must pay for their lunches/snacks, if eating from the school cafeteria. A morning and afternoon break of up to 15 minutes may be allowed. The 15 minutes of break time includes any clean-up time, time required to get to the break area and the time required to return to the work area. Breaks can be scheduled by the supervisor.

## SAFE AND HEALTHY WORKPLACE

### **Employee Complaints (401.04)**

Complaints of employees against fellow employees should be discussed directly between employees. Complaints should be made in a constructive and professional manner. Complaints should generally not be made in the presence of other employees, students or outside persons. If the complaint cannot be resolved, the employee may discuss the matter with their immediate supervisor.

### **Child Abuse Reporting (402.02)**

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and para-educators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous five years. The course will be re-taken at least every five years.

### **Abuse of Students By School District Employees (402.03)**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities.

### **Physical Exams (403.01)**

Good health is important to job performance. Employees will present evidence of good health, in the form of a physical examination report, prior to their employment with the school district.

School bus drivers will present evidence of good health every other year in the form of a physical examination report unless otherwise required by law or medical opinion. Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations, when requested to do so, at the expense of the school district.

The cost of the initial examination will be paid by the employee. The form indicating the employee is able to perform the duties for which the employee was hired must be returned prior to payment of salary. The cost of bus driver renewal physicals will be paid by the school district at the district determined site. The school district will provide the standard examination form to be completed by the personal physician of the employee. Employees identified as having reasonably anticipated contact with blood or infectious materials will receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine.

It is the responsibility of the superintendent to write an exposure control plan to eliminate or minimize district occupational exposure to blood-borne pathogens. The plan for designated employees will include, but not be limited to, scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination and post-exposure evaluation and follow-up, communication of hazards to employees, and record keeping.

### **Injury on the Job (403.02)**

When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It is the responsibility of the employee injured on the job to inform the superintendent within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

It is the responsibility of the board secretary to file worker's comp claims.

#### **Hazardous Chemical Disclosure (403.04)**

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The superintendent will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students will disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

#### **Anti-Bullying / Harassment (104)**

Bullying and/or harassment of employees and students will not be tolerated in the school district. Harassment includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party 12 preference, political belief, socioeconomic status or familial status. Employees who believe that they have suffered harassment will report such matters to a school official.

#### **Substance-free Workplace (403.5)**

The board expects the school district and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicle, also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee will notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent is responsible for publication and dissemination of this policy to each employee. In addition, the superintendent will oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

## ENDING EMPLOYMENT

### **Resignation (413.01)**

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract 14 days prior to their last working day. Notice of the intent to resign will be in writing to the superintendent or designee.

### **Retirement (413.02)**

Classified employees who will complete their current contract with the board may apply for retirement. No classified employee will be required to retire at any specific age.

Application for retirement will be considered made when the classified employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board if applicable, the employee's intent to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent.

Board action to approve a classified employee's application for retirement is final, and such action constitutes termination of the employee's contract effective the day of the employee's retirement.

Classified employees and their spouse and dependents who have group insurance coverage through the school district may be allowed to continue coverage of the school district's group health insurance program, at their own expense, by meeting the requirements of the insurer.

### **Suspension (413.03)**

Classified employees will perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a classified employee with or without pay pending board action on a discharge or during investigation of charges against the employee or for disciplinary purposes. It is within the discretion of the superintendent to suspend a classified employee with or without pay.

In the event of a suspension, due process will be followed.

### **Dismissal (414.04)**

The board believes classified employees should perform their jobs, respect board policy and obey the law. A classified employee may be dismissed upon thirty days' notice or immediately for cause. Due process procedures will be followed.

It is the responsibility of the superintendent to make a recommendation for dismissal to the board. A classified employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction in force, willful violation of board policy or administrative regulations, or a violation of the law.

### **Reduction in Force (414.05)**

It is the exclusive power of the board to determine when a reduction in classified employees is necessary. Employees who are terminated due to a reduction in force will be given thirty days' notice. Due process will be followed for terminations due to a reduction in force.

It is the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent will consider the relative qualifications, skills, ability and demonstrated performance through evaluation procedures in making the recommendations.

BUILDING ADMINISTRATIVE ASSISTANTS		
Job Title	Compensation	Other
Building Administrative Assistant	\$16.50 per hour	<ul style="list-style-type: none"> <li>• 8 hours per day</li> <li>• 210 days per year <u>unless</u> otherwise noted</li> <li>• Personal Illness Leave outlined in the “Leaves of Absence” section</li> <li>• Insurance outlined in “Benefits” section</li> <li>• Long-term Disability and Life Insurance outlined in “Benefits” section</li> <li>• No paid holidays</li> <li>• No paid vacation</li> </ul>
Substitute Administrative Assistant	\$13.50 per hour	

ACTIVITIES / TRANSPORTATION ADMINISTRATIVE ASSISTANT		
Job Title	Compensation	Other
Activities / Transportation Administrative Assistant	\$16.50	<ul style="list-style-type: none"> <li>• 260 days per year unless otherwise noted</li> <li>• Insurance outlined in “Benefits” section</li> <li>• Personal Illness Leave outlined in the “Leaves of Absence” section</li> <li>• Long-term Disability and Life Insurance outlined in “Benefits” section</li> <li>• Fourteen (14) paid holidays</li> <li>• Vacations as outlined in “Benefits” section</li> </ul>

DISTRICT OFFICE PERSONNEL		
Job Title	Compensation	Other
Accounts Payable, Board Secretary/Registrar	Based upon skills and experience	<ul style="list-style-type: none"> <li>• 260 days per year unless otherwise noted</li> <li>• Insurance outlined in “Benefits” section</li> <li>• Personal Illness Leave outlined in the “Leaves of Absence” section</li> <li>• Long-term Disability and Life Insurance outlined in “Benefits” section</li> <li>• Fourteen (14) paid holidays</li> <li>• Vacations as outlined in “Benefits” section</li> </ul>

FOOD SERVICE PERSONNEL		
Job Title	Compensation	Other
Director of Food Service	Salary as determined by the Center Point-Urbana School Board	<ul style="list-style-type: none"> <li>• 195 days per year</li> <li>• Personal Illness Leave outlined in the “Leaves of Absence” section</li> <li>• Insurance outlined in “Benefits” section</li> <li>• Long-term Disability and Life Insurance outlined in “Benefits” section</li> <li>• No paid holidays</li> <li>• No paid vacation</li> </ul>
Head Cook	\$16.68 per hour	<ul style="list-style-type: none"> <li>• Hours determined by the Food Service Director</li> <li>• Insurance outlined in “Benefits” section</li> <li>• Long-term Disability and Life Insurance outlined in “Benefits” section</li> <li>• No paid holiday</li> <li>• No paid vacation</li> </ul>
Cook	\$15.20 per hour	
Substitute Cook	\$12.00 per hour for 10 or less consecutive days with 11+ days being considered a long-term sub position in which the starting wage (\$15.20) would be paid for long-term employment.	

MAINTENANCE AND CUSTODIAL PERSONNEL		
Job Title	Compensation	Other
Director of Maintenance	Salary as determined by the Center Point-Urbana School Board	<ul style="list-style-type: none"> <li>• 260 days per year</li> <li>• Personal Illness Leave outlined in the “Leaves of Absence” section</li> <li>• Insurance outlined in “Benefits” section</li> <li>• Long-term Disability and Life Insurance outlined in “Benefits” section</li> <li>• Holidays as outlined in “Benefits” section</li> <li>• Vacations as outlined in “Benefits” section</li> </ul>
Director of Custodial Services		
Custodian	\$16.50 per hour	<ul style="list-style-type: none"> <li>• Personal Illness Leave outlined in the “Leaves of Absence” section</li> <li>• Insurance outlined in “Benefits” section</li> <li>• Long-term Disability and Life Insurance outlined in “Benefits” section</li> <li>• Holidays as outlined in “Benefits” section</li> <li>• Vacations as outlined in “Benefits” section</li> </ul>
Substitute Custodian10	\$13.00 per hour	
Summer Maintenance including Mowers	<b>Year 1</b>	\$13.00 per hour
	<b>Year 2</b>	\$13.50 per hour
	<b>Year 3</b>	\$14 .00 per hour

NURSE		
Job Title	Compensation	Other
Nurse	Based upon skills and experience	<ul style="list-style-type: none"> <li>• 8 hours per day <u>unless</u> otherwise specified</li> <li>• 190 days per year unless otherwise noted</li> <li>• Personal Illness Leave outlined in the “Leaves of Absence” section</li> <li>• Insurance outlined in “Benefits” section</li> <li>• Long-term Disability and Life Insurance outlined in “Benefits” section</li> <li>• No paid holidays</li> <li>• No paid vacation</li> </ul>
Substitute Nurse	\$15.00 per hour	

PARAPROFESSIONALS		
Job Title	Compensation	Other
Paraprofessional	\$15.00 per hour	<ul style="list-style-type: none"> <li>• Hours determined by Building Principal</li> <li>• Personal Illness Leave outlined in the “Leaves of Absence” section</li> <li>• Insurance outlined in “Benefits” section</li> <li>• Long-term Disability and Life Insurance outlined in “Benefits” section</li> <li>• No paid holidays</li> <li>• No paid vacation</li> </ul>
Substitute Paraprofessional including Health Associate	\$13.00 per hour	

TRANSPORTATION PERSONNEL		
Job Title	Compensation	Other
Director of Transportation	Salary as determined by the Center Point-Urbana School Board	<ul style="list-style-type: none"> <li>• 260 days per year</li> <li>• Personal Illness Leave outlined in the “Leaves of Absence” section</li> <li>• Insurance outlined in “Benefits” section</li> <li>• Long-term Disability and Life Insurance outlined in “Benefits” section</li> <li>• Holidays as outlined in “Benefits” section</li> <li>• Vacations as outlined in “Benefits” section</li> </ul>
Regular Routes	\$53.71 per route	
Short Routes	\$35.83 per route	
Coaches / Sponsors Drive	\$19.19 per hour	
Activity Trips including Kirkwood CC	\$19.19 per hour	
AM / PM Activity Shuttles	\$22.58 per hour	
Van Routes & Mail Carrier	\$15.24 per hour	
Extra Assigned Duties	\$15.49 per hour	