



# Regulation 0402-10

## Classified Personnel

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### Classified Personnel Evaluation

Evaluation is that process of assessing personnel performance for the purpose of making administrative decisions regarding the reemployment, reassignment, promotion or termination of personnel. In addition, feedback is provided to personnel for the purpose of self-improvement and professional development.

Every classified personnel shall be evaluated annually. Evaluation forms must be submitted to the Human Resources Department prior to the third Friday of May of each year. For new classified personnel hired before December 1 of the school year, evaluation forms must be submitted to Human Resources prior to the last Friday in February.

Classified personnel evaluations shall be made in writing, on the form approved by the District.

Evaluations shall be submitted to the Human Resources Department to be retained within the personnel file. Personnel who disagree with the evaluation may submit a statement of rebuttal that shall be attached to the evaluation as it is submitted to Human Resources.

### Classified Personnel Resignations, Retirement, Suspension and Dismissal

#### Resignations

It is requested that all classified personnel provide a minimum of fifteen (15) days' notice prior to leaving their position. Advance notice is to support the District in finding a satisfactory replacement to ensure continuity in services.

#### Retirement

Retirement policies are established by State of Idaho public employee policies. It is requested that all classified personnel provide a minimum of fifteen (15) days' notice prior to leaving their position for retirement.

## **Suspension And Dismissal**

Classified personnel may be suspended with or without pay for disciplinary reasons as determined by their immediate supervisor or building principal, with approval from the Chief Human Resources Officer. Such suspension shall be in writing, setting forth the reason(s) for the suspension and informing them of their right to file a grievance following the procedures as outlined in Administrative Regulation 402.10-AR-07.

A classified personnel's immediate supervisor or principal may dismiss said personnel, with approval from the Chief Human Resources Officer. Such dismissal shall be in writing, setting forth the reason(s) for dismissal and informing the dismissed personnel of their right to file a grievance with the appropriate supervisor, following the procedures outlined in Administrative Regulation 402.10-AR-07.

## **Reduction In Classified Staff**

The Chief Human Resources Officer or designee shall make determinations on the appropriate number of personnel. A reduction of personnel may occur as a result of, but not be limited to, changes in the education program, financial conditions or limitations of the district, personnel realignment, changes in the size or demographics of the student population or for other reasons relevant to school district operations.

Such determinations will be presented to the Superintendent, who will make final recommendations to the Board of Trustees and may consider performance evaluations, personnel needs, date of hire, and other reasons deemed relevant in order to determine the order of dismissal should reductions in classified personnel become necessary.

## **Classified Personnel Compensation Time**

This compensation time procedure covers unanticipated increases in the regular workload of personnel which have been approved for work by the principal or supervisor.

Eligible personnel are allowed to receive compensation time off (CTO) with pay equal to one and one-half times the hours worked in excess of 40 hours per week, or their usual schedule worked.

### **Eligibility**

Regular, full-time personnel working in excess of 40 hours per week, or their usual schedule worked, with advance authorization of the principal or supervisor, are eligible for compensation time.

### **Procedure**

All compensation time must be authorized in advance by the principal or supervisor. Hours approved for compensation time off must be recorded on the time clock and initialed by the building principal or supervisor.

### **Using Accrued Compensation Time**

Personnel who are absent on compensation time off will not be provided a substitute unless authorized by the Human Resources Director or designee. Compensation time usage must be recorded on the time clock and on the monthly personnel attendance form, initialed by the principal or supervisor.

## Limitations

Eligible personnel may accrue 40 hours or 5 days of compensation time.

Principals or supervisors are responsible for administering and enforcing the compensation time maximums. Compensation time may not be carried forward into the next school year; all compensation time must be used by June 30, or will be paid out on the next paycheck. Compensation time may not be accrued 30 days prior to the employee's last work day.

The Chief Human Resources Officer or designee shall maintain a register of FLSA exempt personnel.

Principals and supervisors are responsible for accurate reporting of compensation time and for submitting time clocks to payroll by their personnel.

## Classified Personnel Fringe Benefits and Salary

### Merit Salary Increases

Vertical advancement on the salary schedule is limited to one step per year and will be based on personnel receiving a satisfactory evaluation. It is not automatic and there is no annual entitlement. Annual salary increase occurs only through action by the Board of Trustees through the budgeting process. Eligibility for the annual salary increase for employees hired within the current fiscal year includes:

- Personnel that work for less than 230 days at 20 hours or more a week must work for a full semester.
- Personnel that work 230 days or more at 20 hours or more a week must be employed prior to December 31st.

### Salary Placement Upon Hire

All positions must have a job description with the District and will be placed on the proper salary schedule by the Human Resources Department.

Initial placement shall be made at the first step of the salary schedule for the position. Advanced Placement on the salary schedule will be granted if the new hire employee provides documentation of work experience following the criteria as outlined below:

- Work experience must be relevant and relatable to the particular job assignment.
- Work experience must have occurred within the last fifteen (15) years.
- Documentation must be on official or business letterhead, or confirmed through reference check, from the previous employer(s).
- Documentation should verify years of service and job responsibilities.
- Documentation should be submitted to the Human Resources Department at the District Office.
- Work experience must exceed half time for eligibility.
- Documentation must be received in the Human Resources Department within three months from the time personnel begins working. It is the personnel's responsibility to provide documentation.

When the education, training, and/or experience of personnel are such that placement above the initial step is justified, the Chief Human Resources Officer may authorize placement at a higher step in the salary grade, with consideration of any prior frozen movement in the schedule. Decision on the application of such advance placement shall be final with the Chief Human Resources Officer and not subject to appeal.

If experience step(s) are granted, the hourly increase will be retroactive to the date of hire. To ensure that the proper step and grade is recorded, a payroll change form must be submitted to the Human Resources Department.

## **Salary Upon Promotion**

Personnel appointed to a position in a classification allocated to a higher salary schedule than the personnel's present position will receive the next highest monthly salary which is at least five percent (5%) higher than the personnel's previous base salary, but in no case more than the top step of the new salary schedule range. The effective date for the new salary will be the effective date of the position change.

## **Salary Upon Demotion**

The salary of personnel who are demoted for cause to a position allocated to a lower salary range than the personnel's current position shall be reduced to a step in the salary range for the position to which the personnel has been demoted to. The Chief Human Resources Officer shall determine the step within the salary range on which the demoted personnel will be placed.

Personnel voluntarily demoted will be placed at the nearest lower monthly salary step to the personnel's current position in the salary range for which the position to which they have voluntarily demoted to.

## **Merit Increases for Exceptional Circumstances**

A merit increase outside of an annual increase may be authorized if exceptional performance or other appropriate circumstance warrants such increase. An increase for exceptional circumstances shall not exceed the highest step in the salary range. The supervisor shall provide a written recommendation, which will be reviewed and approved by the Chief Human Resources Officer.

Terms and conditions of salary in this regulation supersede all previous salary schedules. There are no other agreements or understandings not contained in this regulation and all communications, understandings, agreements - expressed or implied - not embodied here shall be and are null and void and of no legal or enforceable effect.

Nothing in this regulation shall restrict the District's right to contract or subcontract out work currently being performed by classified personnel. This reserved right is without qualification.

## **Fringe Benefits**

Please refer to the District's Annual Benefit Guide.

## **Prorated Benefits**

Please refer to the District's Annual Benefit Guide.

## **Tuition Assistance Program**

Classified personnel have a \$10,000 Tuition Assistance Program which is used to pay for classes, workshops, seminars, certification examinations or competency assessments that are directly related to the job position they hold with the District. Employees are entitled to 60% of total cost of class, exam, books and/or study guides. If the class cost is \$60 or less, 100% of the class, exam, books and/or study guides will be paid. Each employee may receive a maximum of \$500 a year. Classes, workshops and seminars must be completed in the same school year as reimbursement is requested.

Employees on leave are not eligible for tuition assistance.

Applications are available from the District Office.

Tuition Assistance monies are District funds, overseen by the Chief Finance Officer with final approval by the Chief Human Resources Officer. If funds are still available as of June 1, the Chief Human Resources Officer will review additional requests from that school year. This includes those who have exceeded the \$500 maximum.

## **Section 125 Cafeteria Flexible Benefits Plan**

For each benefit eligible classified personnel, the District agrees to provide employer-paid fringe benefits as follows:

- Employee \$50,000 term life insurance with accidental death and dismemberment.
- Employee health program (employee contributes \$70 per month effective January 1, 2026).
- Employee Short Term Disability

Each full-time classified personnel may annually set aside a portion of their wages, up to the maximum amount allowable under the Internal Revenue Code for Medical Reimbursement and for Dependent Care using the Flexible Spending Plan. This amount may be allocated for benefits for themselves and/or their dependents.

The individual changes in allocation of benefits or payroll deductions may be made annually during open enrollment, except for qualifying life events.

## **Career Enhancement**

Eligibility for Career Enhancement is determined by total years of service in West Ada School District.

- 15-19 years in district will receive \$600.00 annually.
- 20-24 years in district will receive \$900.00 annually.
- 25-29 years in district will receive \$1,200.00 annually.
- 30+ years in district will receive \$2,400.00 annually.

## **Work Day**

Working Hours for classified personnel will be based upon each individual's assignment. Classified personnel including but not limited to District Office staff, secretaries, bookkeepers, teacher assistants, custodians, grounds, maintenance, and school lunch personnel work up to eight (8) hours per day. Actual hours and daily work schedule will be determined by their immediate supervisors and will be indicated in the adopted job description.

Non-exempt classified personnel are required to use the District's time clock time management system to maintain an accurate and contemporaneous record of the personnel's working hours. Classified personnel are responsible for properly clocking in and out of the District's time clock management system and is responsible for assuring that the records are accurate. Falsification or inaccurate time entries can lead to personnel discipline up to and including possible termination.

Other classified personnel will work the hours specified by their immediate supervisors and will be so indicated on the adopted job description.

All scheduled working hours are exclusive of lunch breaks. The District will follow rules and regulations of the Fair Labor and Standards Act (FLSA). To remain in compliance, supervisors must monitor work schedules to assure that no personnel works in excess of normal scheduled hours except as provided for in policy.

# Classified Personnel Grievance Procedure

The following procedure will be followed for all classified personnel:

1. A grievance shall be defined as a written allegation of:
  1. A violation of current written board approved school district policy;
  2. A violation of current written school procedures;
  3. A violation of the current written board approved personnel handbook;
  4. A condition or conditions that jeopardize the health or safety of personnel or another;  
or
  5. Tasks assigned outside of the personnel's essential job functions and for which the personnel has no specialized training.

Classified personnel of the district may file a grievance about any matter related to their employment, only if it directly relates to any of the grounds for a grievance provided for in the above paragraph. However, neither the rate of salary or wage of the personnel nor the decision to terminate personnel for cause during the initial one hundred eighty (180) days of employment shall be a proper subject for consideration under the grievance procedure provided in this section. For the purposes of this section, "current" means as of the date of the incident giving rise to the grievance.

1. If a classified personnel files a grievance, the personnel shall submit the grievance in writing to the Human Resources Director within six (6) working days of the incident giving rise to the grievance. The grievance shall state the nature of the grievance and the remedy sought. Within six (6) working days of receipt of the grievance, the Human Resources Director shall schedule an informal grievance meeting with the grievant, the personnel against whom the grievance is filed, respective advocates, as well as a district administrator who will not be involved in the statutory grievance process. The purpose of the meeting shall be to attempt to find a resolution to the personnel grievance.
2. If a resolution is not reached during the informal grievance meeting, the individual against whom a grievance is filed shall file a written response to the personnel grievance within six (6) working days after the conclusion of the informal grievance meeting. Thereafter, the personnel may appeal the grievance to the Chief Human Resources Officer within six (6) working days of the receipt of the written response or within six (6) working days from the date the written response was due if the classified personnel received no written response. Within six (6) working days of an appeal, the Chief Human Resources Officer shall provide a written response to the classified personnel.
3. If the classified personnel is not satisfied with the response of the Chief Human Resources Officer, or if there is no response by the Chief Human Resources Officer within the time frame provided, the classified personnel may request a review of the grievance by a hearing panel within six (6) working days from receipt of the response, or six (6) working days from the date the Chief Human Resources Officer last had to respond if the classified personnel received no written response. Within ten (10) working days of receipt of an appeal, a panel will be gathered consisting of three (3) persons; one (1) designated by the Superintendent, one (1) designated by the personnel, and one (1) agreed upon by the two (2) appointed members for the purpose of reviewing the appeal. Within ten (10) working days following completion of the review, the panel shall submit its decision in writing to the classified personnel, the Superintendent, and the Board of Trustees.
4. The panel's decision shall be the final and conclusive resolution of the grievance unless the Board of Trustees overturns the panel's decision by resolution at the Board of Trustees' next regularly scheduled public meeting or unless, within forty-two (42) calendar days of the filing of the Board's decision, either party appeals to the district court in the county where the school district is located. Upon appeal of a decision of the Board of Trustees, the district court may affirm or set aside and remand the matter to the Board of Trustees upon the following grounds, and shall not set the same aside on any other grounds:
  1. That the findings of fact are not based on any substantial, competent evidence;
  2. That the Board has acted without jurisdiction or in excess of its powers;
  3. That the findings by the Board of Trustees as a matter of law do not support the decision.

5. Classified personnel filing a grievance pursuant to this section shall be entitled to a representative of the personnel's choice at each step of the grievance procedure provided in this section. The person against whom the grievance is filed, the Superintendent or designee shall be entitled to a representative at each step of the grievance procedure. None of these individuals will be qualified to sit on the advisory grievance panel.
6. The timelines of the grievance procedure established in this section may be waived or modified by mutual agreement.
7. Utilization of the grievance procedure established pursuant to this section shall not constitute a waiver of any right of appeal available pursuant to law or regulation.
8. No member of the administration shall take reprisals affecting the employment status of any party in interest. Personnel filing a grievance shall not take any reprisals regarding the course of the outcome of the grievance nor take any reprisals against any party or witness participating in the grievance.
9. Classified personnel of a school district shall be provided a personnel file consistent with the provisions of section 33-518, Idaho Code.