

Employment Terms for Classified Staff

Each position listed below shall be hired by the Hitchcock County Schools Superintendent on the terms stated.

Custodian

Employed on a 12-month basis
Provided appropriate level of full coverage insurance
Allowed 10 days paid vacation after 1 full school term of employment; after 5 years of service an additional day of vacation is added for each year of service to a maximum of 15 vacation days
Allowed 10 days of sick leave per year, cumulative to 40 days; a total of 2 sick days may be used as personal days annually
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, the Fourth of July and Memorial Day

Superintendent's Secretary/Bookkeeper

Employed on a 12-month basis
Provided appropriate level of full coverage insurance
Allowed 10 days paid vacation after 1 full school term of employment; after 5 years of service an additional day of vacation is added for each year of service to a maximum of 15 vacation days
Allowed 10 days of sick leave per year, cumulative to 40 days; a total of 2 sick days may be used as personal days annually
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, the Fourth of July and Memorial Day

Principal's Secretary

Employed on a 12-month basis
Allowed 10 days of paid sick leave, cumulative to 40 days
Allowed 10 days paid vacation after 1 full school term of employment; after 5 years of service an additional day of vacation is added for each year of service to a maximum of 15 vacation days
Allowed 10 days of sick leave per year, cumulative to 40 days; a total of 2 sick days may be used as personal days annually
Paid holidays to include Labor Day, Thanksgiving, Christmas Day, New Year's Day, the Fourth of July and Memorial Day

Cooks

Employed during the school term only
Allowed 8 days of paid sick leave, cumulative to 36 days; a total of 2 sick days may be used as personal days annually
No paid holidays are granted for this position
Paid from the Hot Lunch Fund

Physical Exam

Any non-certified school employees who are required to do so by law must have a yearly physical examination.
Required physical exams will be paid for by the district.

Summer Workshops for Food Handlers

Those employed to handle and prepare food for the Hot Lunch Program are asked to attend the school provided by the State Department of Food Services.
All costs of the school and registration fees will be paid by the board of education. Transportation will be provided.

Paraeducators

Employed on an hourly basis only as needed
Allowed 8 days of paid sick leave, cumulative to 36 days a total of 2 sick days may be used as personal days annually;
No paid holidays are granted for this position.

Other Provisions Applicable to All Classified Staff**Rate of Pay**

All classified staff shall be paid an hourly rate.
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.

Hitchcock County Schools #44-0070
Adopted on: August 10, 2015