

Support/Classified Staff

Note: Policies and regulations in this GD section (Support Staff) pertain to classified and noncertificated staff and cover all categories of clerical personnel, food services personnel, maintenance and custodial personnel, bus drivers, etc.

Definitions

1. A *full-time* classified employee is one who works a minimum 30 hour, four-day week.
2. A *part-time* classified employee is one who works less than eight hours but at least four or more hours per day on a regular basis.
3. A *limited part-time* classified employee is one who works less than four hours per day in a regular position.
4. A *short-term* classified employee is one who is employed to perform a service for the district for not less than one month nor longer than 195 working days, including holidays, sick leave, vacation and other leaves of absence, upon the completion of which the service will not be extended or needed on a continuing basis, or who performs seasonal or emergency work.
5. An *hourly* classified employee is one who is employed for less than one calendar month, a full-time day student employed part-time, a day-to-day substitute or a noon supervisor.
6. A *substitute* classified employee is one who takes the place of an absent employee.
7. A *probationary* classified employee is one who is initially employed to fill an authorized regular position and is classified as probationary during the first six months of service.
8. A *regular* classified employee is one who has satisfactorily completed the first six months probationary period and is continued in employment. The use of the term "regular" shall not be construed to imply any employment rights not explicitly established in Board policy.

Adopted: June 14, 2005

Revised: April 10, 2024

Akron School District, Akron, Colorado