

## 1.16 CLASSIFIED PERSONNEL

Classified employees include secretaries, custodians, cooks, aides, bus drivers, and others necessary for the operation of the Washakie County School District No. 1. Classified employees are appointed by the superintendent subject to approval of the Board of Trustees.

**(a) Assignment:**

Classified employees not assigned to a specific department/building shall be under the direction of the business manager. Classified personnel who are assigned to a specific building or principal shall be specifically under the direction and supervision of the supervising administrator. During vacations and other times when the administrators are not on duty, the Business Manager shall direct their work.

**(b) Employment:**

Classified staff and members are employed at will.

**(c) Vacation Time:**

Classified personnel employed on a twelve month basis shall be entitled to paid vacations in the following manner:

1. No vacations may be taken during the first six months.
2. After six months of continuous full time employment an employee begins to accrue vacation time at the rate of .83 days per month.
3. During years 2-5 vacation days continue to accrue at the rate of .83 days per month
4. Beginning with year 6, vacation accrues at the rate of 1.25 days per month.
5. Contractual agreements may dictate otherwise.

Vacation time must be taken and at a mutually agreed upon time by the employee and his/her supervisor. When employment ends and the vacation days an employee has taken are in excess of the days s/he has accrued the final paycheck will be docked by the difference. **(Policy revised 7-16-97)**

No more than five (5) days of unused vacation time can be carried into the next contract period. It is the employee's responsibility to see that all vacation time is taken. All unusual requests for vacation time must be approved, in writing, by the superintendent.

**(d) Holidays:**

1. New Year's Day\* and 1 additional day at New Year's
2. President's Day
3. Martin Luther King Jr. Day **(added May 23, 2022)**
4. Good Friday at Easter
5. Memorial Day
6. Fourth of July

7. Labor Day
8. One day during Fall Festival (unless Fall Festival is eliminated by the Board of Trustees)
9. Thanksgiving Day and the following Friday
10. Christmas Day\* and one additional day at Christmas

\*If the legal holiday falls on a weekend, the employee may, with the approval of his/her immediate supervisor, substitute another working day.

**e) Sick Leave:**

1. Nine and ten month employees will be allowed eleven days of sick leave per year. Twelve month employees will be allowed thirteen days sick leave per year.
2. Unused sick leave shall be allowed to accumulate up to a total of 90 days.
3. Sick leave shall be granted to each staff member for personal illness, quarantine, and /or illness in the immediate family. The immediate family shall mean the staff member's spouse, children, parents, and spouse's parents. In order to use sick leave benefits on behalf of the immediate family members, for more than five consecutive school days, the board and/or its designee will require the employee to complete the Extended Sick Leave form. The district may require a physician's statement.
4. The use of sick leave for immediate family is limited to caring for an immediate family member who is not able to care for his or her self.
5. All non-emergency appointments or surgeries shall be scheduled outside school hours/days whenever possible. **(Policy revised June 25, 2007)**

**f) Sick Leave Bank:**

1. A sick leave bank has been established for all employees. To participate in the sick leave bank, staff shall donate one (1) day of sick leave. A member's drawing power is determined to be equal in number to his or her accumulated sick leave as of July 1<sup>st</sup> of each year, or at the start of employment.
2. Members may draw from the bank for major medical events. Major medical is defined as a situation which would involve some combination of hospitalization, surgery, cancer treatment, or other high level of treatment under the direction of a physician, etc, which has required more than five days of leave. Those days need not be consecutive. Members must use their own accumulated sick leave prior to drawing from the bank.
3. Any members applying to use the sick leave bank must make the request in writing to his/her direct supervisor and to the superintendent. This request must be accompanied by a written statement of need from a medical authority.

4. If a member requests further sick leave days, a maximum of one (1) year's sick leave benefit may be granted as an advance of the following year's sick leave benefit. This request must be made in writing to the superintendent and accompanied by a written statement of need from a medical authority. All advances will be deducted from the following year's sick leave benefit. If an employee should leave the district prior to earning sufficient sick leave to offset the advance, repayment is required. Repayment will be based on the employee's rate of pay per day.
5. If the sick leave bank is drawn below 50 days, members shall donate another day. Staff members who have accumulated 90 sick leave days may donate up to three (3) days to the bank.

**g) Annual Leave**

1. Employees shall be able to convert up to five of the current year's sick days into annual leave. A maximum of five annual leave days will be allowed in any given year. **(Policy revised 11/27/2017)**
2. Persons desiring leave for reasons such as weddings, children's activities, community service, military leave, political activity, funerals (if needed, in addition to bereavement days), etc. will be expected to utilize the annual leave available under this policy **(Policy revised 2/27/12, 1/22/18)**
3. These days must be approved in advance with the employee's supervisor and may be disallowed if, in the supervisor's judgment, the interest of the district so dictates. **(Policy 1.15a adopted 1-25-99) (Policy revised 2/27/12, 11/27/17, 1/22/18)**

**h) Bereavement Leave**

1. Employees shall be able to convert three of the current year's sick days into bereavement days. These bereavement days may be used for immediate family members as defined above and siblings. These bereavement days do not accumulate. **(Policy revised 1/22/18)**

**i) Maternity Leave**

1. The District will provide Maternity leave separate and apart from sick leave.
2. Employees shall be able to take up to six calendar weeks of maternity leave for a normal birth, and up to eight calendar weeks of maternity leave for a cesarean birth without any loss in pay.
3. In the event that complications require additional leave, regular sick leave would be used, and a physician's statement may be required.
4. This section does not diminish any rights available to employees under the Family Medical Leave Act.  
**(Policy revised 6/22/2020)**

**(j) Inability to Report to Work:**

When an employee is unable to report for duty, he/she shall call his/her supervisor, who shall make the arrangements for a substitute. The name of the employee and his/her substitute shall be reported to the immediate supervisor as required. Final action and arrangements for substitute shall rest with the immediate supervisor.

**(k) Pay Day:**

Classified employees shall be paid on the last working day preceding the 16th of each month.

**(Policy 1.16 (i) revised 12-21-2009.)**