

## **Staff Classification and Compensation**

### **Staff Classification**

The term “administrative staff” will be used for those employees who must possess teaching and administrative certificates issued by state education authorities in order to be employed in their positions.

The term “certificated staff” will be used for those employees who must possess teaching certificates issued by state education authorities in order to be employed in their positions.

Persons employed in positions not requiring teaching or administrative certification will be known as “at will noncertificated employees” or “noncertificated staff.”

The following definitions apply to all personnel:

- Full-time personnel: Employees whose regular assignment requires them to work twenty (20) hours or more per week.
- Part-time personnel: Employees whose regular assignment requires them to work less than twenty (20) hours per week.

### **Compensation**

The finance clerk will establish regular payday and pay periods for all employees. Pay days and pay periods for all district employees will be the same.

### **Travel**

Expenses for approved travel caused by assignment(s) either outside the school district or within the school district to more than one center shall be reimbursed at an agreed upon current mileage rate.

### **Children of Nonresident Employees**

The district may allow the children of full time employees to attend school in the district, tuition free, until the student graduates, has withdrawn, is removed by the district student disciplinary policy and regulations, or the employee terminates his or her employment with the district.

**Legal source:** Idaho Code 33-33-513 “Professional personnel.”

**Adopted:** September 26, 1996

**Reviewed:** March 29, 2005

**Revised:**