

## SUPPORT STAFF POSITIONS

It is the policy of the School board to recruit and select for employment the best qualified applicant for each position within the school district without regard to race, color, national origin, religion, age, qualified handicap, marital status, or sexual orientation.

The District will employ, as necessary, non-certified personnel to work in non-instructional capacities. Non-certified personnel are those people whose employment status does not require certification in accordance with rules and regulations of the State Board of Education. Non-certified staff includes, but is not limited to, the following types of positions: secretaries, technology coordinators, driver education instructors, speech therapists, maintenance staff, cafeteria workers, instructional assistants, transportation employees, etc.

### **Job Descriptions**

The Superintendent will provide for the maintenance of up-to-date job descriptions covering all non-certificated positions in the school system

### **Applications**

Written application will be made at the SAU office for those persons seeking employment with the school district. The application will contain information concerning job experience, personal references, and other details as may be required. The superintendent will coordinate the hiring procedures for all job applicants. Hiring will be in accordance with Policy GDF, Hiring of Non-Certified Personnel.

### **Workday**

Each non-certified employee's supervisor will establish the employee's work schedule, including starting time, break time, lunchtime, and ending time.

Non-certified employees working more than 20 hours per week will be provided no less than 2 paid fifteen minutes breaks during each regular workday.

### **Payroll Deductions**

Appropriate payroll deductions will be made from the compensation of all personnel. These will include federal income tax and social security. Other deductions may be made on a voluntary basis.

FMRSD

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Revised: 10/12/87, 3/24/08