

## 540 NON-CERTIFICATED STAFF POLICIES

The primary role of non-certificated personnel is to support and enhance the efforts of instructional personnel to achieve the Board-adopted purposes and goals of the schools. All personnel policies and regulations, including the specifics of employee agreements, pertaining to non-certificated personnel, must be written in harmony with that primary role.

The Board, upon the recommendation of the superintendent, shall employ, assign, transfer, and reclassify school personnel. The dismissal of employees shall be a prerogative of the Board. Applicable state statutes and bargaining agreements will be followed in the exercise of the prerogatives.

General employment policies regarding vacations, leaves of absence, resignation, re-employment, duties, hours and other matters related to the nature of the position and specifically noted herein are determined by the Board, upon recommendation of the department administrator and the superintendent. Such recommendations shall be made to harmonize with existing agreements with employee associations.

The superintendent shall inform all employees of the locally assigned and legal constraints related to their position, monitor each employee's adherence to those constraints, and establish work schedules, provisions for absences and other conditions of employment in keeping with the Board's policies and current agreements with employee associations. Working conditions shall be designed to promote excellent physical and mental health of all employees as a basis for full productivity.

CROSS REF.:       AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)  
                      AFL-CIO Local 95 Agreement (Office and Professional Employees)

APPROVED:       November 11, 1974

REVISED:         January 14, 2002