# \* CLASSIFIED PERSONNEL SALARY SCHEDULE

1. **Maintenance and Operations**

 Custodian - $9,000- $10,000- per year

 General Maintenance - $9.25- $10.00 per hour

2. **Transportation**

 Bus Driver - $12.00- $13.50 per hour

3. **Food Service**

 $9.25- $10.00 per hour

4. **Secretarial and Clerical**

 Administrative Assistant - $23,040 per year

 Clerical Personnel - $9.25- $10.00 per hour

5. **Aides and Paraprofessionals**

 Paraprofessionals - $15.00 per hour

 Aides - $9.25- $10.00 per hour

6. Health Services

 School Nurse - See Licensed Salary Schedule

 All nurses begin on Step 0

 Administrative Assistant and School Bus Driver will be paid an hourly rate based on his/her salary for time worked during the after-school tutoring program.

 State law requires the School to include its classified employee’s salary schedule in its written personnel policies. Your School is required to have a salary schedule for at least the following five categories of classified personnel: 1) Maintenance and Operations; 2) Transportation; 3) Food Service; 4) Secretarial and Clerical; and 5) Aids and Paraprofessionals. The School is required to post the salary schedule on its website by September 15 of each year and should place an obvious hyperlink, button, or menu item on the website's homepage that links directly to the current year classified policies and salary schedule.

 The Director has the authority, when recommending an applicant and his/her placement on the School's salary schedule to the Board for its approval, to consider the applicant's previous work experience with similar duties, responsibilities, and skill sets to those job duties and responsibilities the applicant would assume for the School.

**CLASSIFIED PERSONNEL EVALUATIONS**

Classified personnel may be periodically evaluated.

Any forms, procedures or other methods of evaluation, including criteria, are to be developed by the Director, but shall not be part of the personnel policies of the school.

# EVALUATION OF CLASSIFIED PERSONNEL BY RELATIVES

No person shall be employed in, or assigned to, a position which would require that he be evaluated by any relative, by blood or marriage, including spouse, parent, child, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, or first cousin.

# CLASSIFIED PERSONNEL REDUCTION IN FORCE

The School Board acknowledges its authority to conduct a reduction in force (RIF) when a decrease in enrollment or other reason(s) make such a reduction necessary or desirable. A RIF will be conducted when the need for a reduction in the work force exceeds the normal rate of attrition for that portion of the staff that is in excess of the needs of the school as determined by the Director.

In effecting a reduction in force, the primary goals of the school shall be: what is in the best interests of the students; to maintain accreditation in compliance with the Standards of Accreditation for Arkansas Public Schools and/or the North Central Association; and the needs of the school. A reduction in force will be implemented when the Director determines it is advisable to do so and shall be effected through non-renewal, termination, or both.  Any reduction in force will be conducted by evaluating the needs and long- and short-term goals of the school in relation to the staffing of the school.

If a reduction in force becomes necessary, the RIF shall be conducted separately for each occupational category of classified personnel identified within the school on the basis of each employee’s years of service. The employee within each occupational category with the least years of experience will be non-renewed first. The employee with the most years of employment in the school as compared to other employees in the same category shall be non-renewed last. In the event that employees within a given occupational category have the same length of service to the school the one with the earlier hire date, based on date of board action, will prevail.

When the school is conducting a RIF, all potentially affected classified employees shall receivea listing of the personnel within their category with corresponding point totals of years of service. Upon receipt of the list, each employee has ten (10) working days within which to appeal his or her total years of service to the Director whose decision shall be final. Except for changes made pursuant to the appeals process, no changes will be made to the list that would affect an employee’s total after the list is released.

Total years of service to the school shall include non-continuous years of service; in other words, an employee who left the school and returned later will have the total years of service counted, from all periods of employment. Working fewer than 160 days in a school year shall not constitute a year. Length of service in a licensed position shall not count for the purpose of length of service for a classified position. There is no right or implied right for any employee to “bump” or displace any other employee. This specifically does not allow a licensed employee who might wish to assume a classified position to displace a classified employee.

**Recall:**

There shall be no right of recall for any classified employee.