

SUPPORT PERSONNEL

Definition: Support personnel are those persons employed full-time by the District for a minimum of 172 days who provide necessary services not performed by certified teachers or certified administrators.

Categories of Support Personnel: Support personnel shall include, but not be limited to the following categories:

1. Secretaries
2. Teacher Assistants
3. Library Media Assistants
4. Paraprofessionals
5. Health Aides
6. Custodians & Maintenance Personnel
7. Cafeteria Personnel
8. Bus Drivers
9. Management and technical staff who are not certified administrators

Dismissal, Non-reemployment, Demotion, or Suspension: A support employee who has been employed by the District for less than one (1) complete year of service or who is employed on a part-time and/or temporary basis may be suspended, demoted, terminated, or non-reemployed with or without cause. A support employee who has been employed by the District for more than one (1) complete year of service may only be suspended, demoted, terminated, or non-reemployed for cause as allowed by law. Nothing contained in this policy shall be construed to prevent layoffs for lack of funds or lack of work. The District adopts the following causes for suspension, demotion, termination, or non-reemployment:

1. Failure to be at work station at starting time.
2. Leaving work station without authorization prior to lunch periods or end of work day.
3. Excessive unexcused absenteeism.
4. Chronic absenteeism for any reason.
5. Excessive tardiness.
6. Wasting time or loitering during working hours without permission.
7. Leaving work area during working hours without permission.
8. Falsification of personnel or other records.
9. Possession of dangerous weapons on the premises at any time.
10. Removing District property, records, or confidential information from premises without proper authority.
11. Conviction of a felony.
12. Engaging in criminal sexual activity or criminal misconduct.

13. Administering student discipline.
14. Willful neglect of duty.
15. Willful abuse, misuse, defacing, or destruction of District property, including tools, equipment, or property of other employees.
16. Theft or misappropriation of property of employees, students, or of the District.
17. Sabotage.
18. Distracting the attention of others.
19. Refusal to follow instructions of supervisor.
20. Refusal or failure to do work assignment.
21. Unauthorized operation of machines, tools, or equipment.
22. Threatening, intimidating, coercing, or interfering with employees or supervision at any time.
23. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, or the District.
24. Creating disturbances on the premises at any time.
25. Creating or contributing to unsanitary conditions.
26. Practical jokes injurious to employees' or District property.
27. Possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs, or controlled substances.
28. Disregard of known safety rules or common safety practices.
29. Unsafe operation of motor-driven vehicles.
30. Operating machines or equipment without safety devices provided.
31. Gambling, lottery, or any other game of chance on District property.
32. Unauthorized distribution of literature (written or printed matter of any description) on District property.
33. Posting or removing notices, signs, or writing in any form on bulletin boards of District property at any time without specific authority of the administration.
34. Poor workmanship.
35. Immoral conduct or indecency, including abusive and/or foul language.
36. Sexual harassment.
37. Personal calls during working hours, except for emergencies. This includes incoming and out-going calls.
38. Walking off job.
39. Clocking in or out another's time card.
40. Smoking in unauthorized area or at any unauthorized time.
41. Failure to follow District dress code.
42. Refusal of job transfer within the District, if transfer does not result in a demotion.
43. Abuse of "breaks" (rest periods) or meal period policies.
44. Insubordination of any kind.
45. Violation of any District rule or policy.
46. Violation of any administrative rule or order.
47. When it is deemed to be in the best interest of the School District.

The District shall comply with the statutory procedures for the suspension, demotion, termination, or non-reemployment of a support employee who may be suspended, demoted, terminated, or non-reemployed only for cause.

Temporary Contracts: Support personnel may be employed on a temporary basis in certain circumstances. Temporary Support Personnel Contracts shall be effective only for the specified term which shall not exceed the end of the fiscal year in which the contract begins. Temporary Support Personnel Contracts may be utilized for support personnel who are employed:

1. for a period of time during the absence of support personnel on District-approved leave;
2. to fill a new position created because of increased enrollment after the commencement of school;
3. to fill a vacancy which occurs after July 1 of the fiscal year; or
4. to fill a need of the District which does not require a full-time, permanent position.

Reduction in Force: The District may implement a reduction in force when necessary due to lack of funds or lack of work, including but not limited to, actual or projected decreases in enrollment, consolidation of programs or positions, elimination of programs, changes in curriculum, or other circumstances determined by the Board. A reduction in force shall begin by eliminating the employment of any temporary, seasonal, or part-time support employees who are employed in the categories targeted for a reduction in force according to the applicable policy on termination of employment. However, if necessary, the District may reduce full-time support employees considering the following criteria:

1. History of good performance with few or no reprimands;
2. Qualification by ability, training, and experience to carry out all functions of the job category in an efficient, competent, and safe manner;
3. History of good attendance and punctuality;
4. When all other considerations are equal, seniority shall be utilized to determine layoffs. Seniority shall be based on the total time of service as an employee of the District.

There shall be no right to recall after a reduction in force. However, support employees whose positions are eliminated may be considered for reemployment upon the submission of an application for employment and may be considered for transfers to other available positions depending on the support employee's qualifications and performance.