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Statement of.....

Policy and Responsibility

SUBJECT: EMPLOYMENT POLICIES

Employment Policies

- (1) Application--All applications for employment are made through the Director of Personnel.
- (2) Salary Schedules--Salaries paid will be in accordance with salary schedules and rates set by the Board. (See Special Provisions commencing with SP 925 and Master Agreement for Teachers.)
- (3) Vacations--All twelve month contract personnel are entitled to vacation time with full pay according to the following schedule:

12-month District Administrators

1 through 5 years - 10 days
6 through 9 years - 12 days
10 years and over - 15 days

Classified

1 through 5 years - 10 days
6 through 9 years - 12 days
10 years and over - 15 days
16 years and over - 18 days

Vacation time for less than one year will be pro-rated. (1975-76)

Persons working over one year who terminate may have their time pro-rated as approved by the Superintendent. Schedules for vacations will be approved by the Superintendent or his designee and will be at a time that will not be in conflict with the operation of the schools.

- (4) Injuries while on Job (Revised 5-10-72) -- All employees are covered by Utah Workmen's Compensation Insurance. When an employee is injured, he must report the injury the same day to his immediate supervisor who in will in turn furnish necessary forms to the employee, who will immediately fill in and file the papers in the Central Office of the District. The District will pay the difference between the compensation insurance paid directly to the employee, and the employee's regular salary of one hundred eighty (180) days. The injured employee must endorse any compensation check and deliver the same to the Board to be assured of the full salary.
- (5) Excused from Regular Assignment -- Employees should not request leave from their assigned duties except as provided in Board Policy. (Special Provisions commencing with SP 925 and Master Agreement).
 - a. Employees excused by the Superintendent or principal to perform other educational assignments approved by the Superintendent in advance shall receive full pay.

- (6) Work days and holidays will be approved by the Board each year and designated in the school year calendar.
- (7) The District office will be open all week days during the year except for holidays as listed in the school year calendar. During the Christmas holidays, reduced staffs may be arranged by the Superintendent. All non-professional personnel will be expected to work on all other days. The Superintendent may excuse personnel to attend workshops and conferences he feels will be helpful in the performance of the individual's work.
- (8) School Hours -- School hours will be set by the Board. Individual schools hours will vary, dependent on transportation schedules, etc. Kindergarten students will attend half day.
- (9) Outside Employment -- Outside employment or activities must not in any way interfere with the employee's efficiency in his or her school assignment, or attendance at required meetings.
- (10) Employee's Assignments -- Employee's assignments are to be made in terms of the best educational interest of the children. Yearly assignments of teachers and other employees to buildings, grades and general areas shall be made by the Superintendent as early as feasible. Specific assignments within the building will be made by the principal.

Assignments may be changed by the Superintendent or principal during the year. An employee who desires a change in assignment may present his request to the Superintendent or principal. Such requests will be given full consideration.

- (11) Attendance at Meetings -- All employees are required to attend all meetings called for them by the Superintendent, program director, supervisor, or principal, unless duly excused.
- (12) Leaves of Absence -- Leaves of absence shall not be granted except under approval of the Board. (Teachers refer to Special Provisions commencing with SP 925 and the Master Agreement).
- (13) Employee Wishing to Meet with the Board -- Teachers and other employees should first discuss policies of the schools or district with the principal.

After discussing the problem with the principal, the employee should then discuss the problem with the Superintendent. If the teacher or employee still has a question or believes the matter should be presented to the Board, he may so request through the Superintendent or clerk. Such request should be in writing and submitted to the clerk at least five days preceding the regular meeting of the Board. The teacher or employee will be granted an opportunity to meet with the Board. The action of the Board is final.

- (14) Employee Invited to Meet with the Board -- Upon invitation of the Superintendent or President, an employee may be invited to meet with the Board to discuss school concerns.