

<b>CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY</b>	<b><u>PERSONNEL</u> Support Staff Contracts and Compensation Plans</b>	<b>704</b>
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**I. Definition of Support Staff**

Any employee not classified as an academic teacher within the meaning of G.S.115.157(5) is considered to be a member of the Support staff. This same group of employees is referred to in the State Salary Schedules as “non-certified” employees. G.S.115-316 defines this group of employees as “other employees.”

**II. Determination of Classification Structure for Support Staff**

The Superintendent is authorized to develop and maintain a classification structure for Support staff that corresponds to the general categories established in the State Salary Schedules for non-certified personnel. These general categories recognized by the State of North Carolina are:

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| Instructional Assistant                 | Office Support Personnel        |
| Educational Interpreter                 | Business Manager                |
| Occupational/Physical Therapist         | School Business Administrator   |
| Occupation/Physical Therapist Assistant | Child Nutrition Supervisor      |
| School Nurse                            | Child Nutrition Director        |
| Braillist                               | Child Nutrition Manager         |
| Data Manager                            | Child Nutrition Assistant       |
| Orientation and Mobility Specialist     | Transportation Mechanic         |
| Parent Counselor-Trainer                | Transportation Supervisor       |
| School Health Assistant                 | Transportation Director         |
| Therapeutic Recreation Assistant        | Transportation Safety Assistant |
| Driver Training Instructor              | Property and Cost Clerk         |
| Custodian                               | Bus Driver                      |
| Custodian Supervisor                    | Maintenance Supervisor          |
|   | Maintenance Mechanic            |

The classification structure determined by the Superintendent may create additional sub-categories within these general categories and may include job titles that are more specific to the particular tasks assigned.

The Superintendent is further authorized to assign each individual to a particular category within this classification structure and to determine a job title for each individual.

The Superintendent may also create additional categories if those categories are to be entirely funded with local funds.

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**III. Determination of Compensation System**

The Superintendent is authorized to develop and maintain a compensation system, which is based upon this classification structure.

The compensation system shall establish an **entry-level salary or wage for all positions**. Factors such as the basic skills, knowledge and abilities required for the job, the amount of supervision exercised and received, and the consequences of error will be included in the determination of **entry-level salary or wage for each position**.

The compensation system shall also include the rules by which a given **individual's base salary or wage level** will be determined. A factor for the length of service or degree of mastery of the job functions will be added to the entry-level salary for the position. This method by which this factor increases salary or wages above the entry-level may be **different** for the **different** categories of support staff. However, the **same** method will be used to calculate the base salary or wage for all individuals assigned to the **same** general category within the classification system.

The compensation system may include provisions for awarding merit pay or other supplement to the base salary or wage level for individuals under appropriate circumstances.

For positions paid in whole or in part with State or Local funds, the base salary or wage level determined must fall within the maximum and minimum specified for that category of positions within the State Salary Schedules.

The source of funding is not a factor in calculating the base salary or wage for any individual; individuals with the same job responsibilities, competence, and length of service will be paid the same amount regardless of the source of funds from which they are paid.

**IV. Adjustment of Pay**

The dollar amounts which salary or wage levels equate to may be recalculated whenever the State changes the maximum or minimum salary range for the **applicable category of positions** and may be recalculated upon other occasions upon direction of the Superintendent. The recalculation may not necessarily

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result in a change in compensation for all individuals within that category of positions, depending upon rules that are developed for the recalculation of pay.

**V. Reassignment of Support Staff**

When an employee is reassigned to a different job classification, the employee's base salary is recalculated according to the rules applicable to the new position.

**VI. Payment of Support Staff**

The standard workweek for all Support staff, including Teacher Assistants, is forty (40) hours.

Support staff who work during a standard work week (Monday-Friday normal business hours) will be paid in monthly installments based upon the employee's term of employment with the Board. Salary will be prorated for individuals who work less than full-time, according to the percent employed. For example, an individual who works twenty (20) hours per week will receive fifty percent (50%) of the normal monthly salary, and an individual who works thirty (30) hours per week will receive seventy-five percent (75%) of the normal monthly salary.

Support staff who are hired by the hour (Child Nutrition Workers, Bus Drivers, Transportation Safety Assistants, Custodians, etc.) will be paid based upon the actual hours worked in each pay period. Hourly rates of pay will be determined by dividing a twelve-month (12-month) annualized salary by 2,080 hours. An individual who works twenty (20) hours per week will receive fifty percent (50%) of the compensation that an individual who works forty (40) hours per week would receive, and an individual who works thirty (30) hours per week would receive (75%) of the compensation that an individual who works forty (40) hours per week would receive.

**VII. Term of Employment**

Support staff will be hired for the term of employment relevant to the specific position occupied. The Superintendent will establish the term of employment for each specific position.

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### **VIII. Contracts**

Support staff are “at will” employees. In certain circumstances, the Superintendent may deem it to be in the best interests of the School System to propose that members of the Support staff who occupy positions at the level of Director be placed on contract and receive all rights and benefits of certified employees. Such proposed contracts will be presented to the Board of Education for approval.

#### **Selection and Retention of Board Attorney**

The Board of Education shall enter into contracts for legal services for the school system to provide both legal advice and representation in litigation, as needed.

A decision to seek legal advice or assistance on school matters shall be made normally by the Superintendent for the staff of the school system and by the chairperson for the school board. If a Board member(s) determines that legal assistance is necessary and has not been sought, then the Board member(s) may consult with the attorney. Questions raised by members of the Board of Education and the attorney’s replies shall be reported in written form to all Board members.

### **IX. Appointment of School Treasurers**

The Director of Finance is authorized to implement procedures sufficient to provide that only individuals who possess the necessary bookkeeping skills are recommended to the Board of Public Education for the position of Treasurer in the individual schools. The Treasurer of each school shall keep a complete record of all monies in his charge in such form and detail as may be prescribed by the Director of Finance and shall make such reports to the Superintendent and the Director of Finance as they or the Board may prescribe.