**4040**

**Employment Terms for Classified Staff**

**Each position listed below shall be hired by the superintendent on the terms based on each employees work agreement with the school district:**

**Head and Assistant Custodian**

**Superintendent’s Secretary**

**Principal’s Secretary**

**Cooks**

**Paraeducators**

**Physical Exam**

Any non-certified school employees who are required to do so by law must have a yearly physical examination.

Required physical exams will be paid for by the district and a written notice given to the superintendent previous to September 1 of the ensuing year.

The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent.

If the employee wishes to go to a doctor other than the one specified by the board, the expenses will not be borne by the district.

**Other Provisions Applicable to All Classified Staff**

**Rate of Pay**

All classified staff shall be paid an hourly rate.

Classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_