

HUDSON SCHOOL DISTRICT POLICY

GDB Employment of Non-Certified Personnel

Updated: March 11, 2024

Related Policies: AC, AC-E, GDF

Category: Recommended

It is the policy of the School Board to recruit and select for employment the best qualified applicant for each position within the school district. Hiring and other employment decisions shall be made in accordance with applicable law and Board policy AC Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan.

The district will employ, as necessary, non-certified personnel to work in non-instructional capacities. Non-Certified personnel are those people whose employment status does not require certification in accordance with rules and regulations of the State Board of Education. Non-certified staff includes, but is not limited to, the following types of positions: administrative support staff, IT technicians, custodial and maintenance staff, food service workers, instructional assistance, etc.

Applications

Applications will be made available at the SAU office or through the school district's website and applicant tracking system for those persons seeking employment with the school district. The application will contain information concerning job experience, education, personal references, and other details as may be required. The Superintendent or designee will coordinate the hiring procedures for all job applicants. Hiring will be in accordance with Policy GDF, Hiring of Non-Certified Personnel.

Definitions

Salaried Employee: personnel under written contract for a specified period, whose compensation is set and determined on a per-pay-period or annualized salary basis, and whose normal workday coincides with that of the regular school day.

Hourly Wage Employee: personnel whose compensation is calculated according to time spent on the job, and whose workday may vary according to specific assignment.

Wages

Compensation for salaried non-certified, non-collective bargaining employees will be determined on an individual basis, and approved by the Superintendent or designee.

Compensation for hourly employees, not covered by a collective bargaining agreement, will be determined on an individual basis, and approved by the Superintendent or designee.

Workday

Each non-certified employee's supervisor will establish the employee's work schedule, including starting time, break time, lunchtime and ending time, as applicable. Non-certified employees working more than

5 consecutive hours per day will be provided one 30-minute break during each regular workday.

Payroll Deductions

Appropriate payroll deductions will be made from the compensation of all personnel. These will include, but not be limited to, federal income tax and social security. Other deductions may be made on a voluntary basis if permitted under rules of the Department of Labor.

Leave

Requests for leave by non-certified personnel will be handled individually by the district Human Resources office, immediate supervisor, and/or the building principal, and may be allowed for reasons such as illness, death of a close relative, parental leave, personal time and vacation.

Grievances

All grievances should be settled with the employee's immediate superior. Appeal may be made to the Superintendent.

Annual Notice

The Superintendent and/or designee will notify all educational support staff and non-certified employees by no later than the last day of each school year or fiscal year of the District's intent to continue or not continue their respective employment for the following school or fiscal year. The notification will be in writing.

The notification may state that the intent to continue or not continue the employee's employment is contingent on special circumstances, including but not limited to fiscal considerations, staffing needs, staff re-organization, student enrollment, etc.

Legal References

RSA 189:14-h

First Reading: February 19, 2024

Second Reading: March 11, 2024

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