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**Board of Education**

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**ACTION**

**TITLE:** Consider Classified Personnel Policy Changes for First Reading

**DATE:** May 8, 2018

**RESPONSIBLE ADMINISTRATOR:** Gordon Floyd  
Deputy Superintendent

**BACKGROUND/CONSIDERATIONS:**

The Classified Personnel Policy Committee has met to consider possible policy revision for the Board's consideration. The attached recommendations are the result of the work of that committee.

In setting the context for these recommendations it is helpful to remember that the district has four sets of personnel policies for classified employees. Clerical personnel, paraprofessionals, and transportation employees have separate sets of policies. Employees from Buildings & Grounds and Child Nutrition share a single policy manual. So the policies presented to the Board in this recommendation will be labeled with the appropriate classified designation.

GDBDB – SICK LEAVE (Clerical)

GDBDBA – SICK LEAVE (Buildings and Grounds/Child Nutrition)

GDBDBB – SICK LEAVE (Paraprofessionals)

These policy changes align with the sick leave modification recommended to the certified policies. The changes eliminate the requirement for a formal application in order to receive any severance pay for which an employee may be eligible. Please note that while there are some differences in our classified policies regarding severance pay, the proposed change is the same for each classification.

GDBEA – VACATION (Clerical)

GDBEAB – VACATION (Paraprofessionals)

GDBEAA – VACATION (Buildings and Grounds/Child Nutrition)

GDBEAC – VACATION (Transportation)

The vacation policy is identical for all employees, classified and certified. So the proposed changes in the classified policy are the same as the changes in the certified policy. The policy modification addresses how vacation leave is earned and charged to an employee's account.

**RECOMMENDATION:**

The administration recommends that the Board approve on first reading changes to classified policies GDBDB, GDBDBA, and GDBDBB – SICK LEAVE as well as policies GDBEA, GDBEAB, GDBEAA, and GDBEAC – VACATION.

If the Board agrees, the motion would read:

**“Move to approve on first reading the classified personnel policies as presented.”**