

**Support Staff -- Positions**

**Code # 541.00**

In the Tri-County Area School District, the term "Support Personnel shall include, but not necessarily be limited to, the following District employees:

1. Custodial and maintenance
2. Secretarial
3. Bookkeeper
4. Educational assistants
5. Food service
6. Substitute support personnel
7. Driver of the Tri-County-owned bus(es)

"Note" - Other bus drivers are employees of the bus companies contracted to transport District students. Bus drivers, therefore, are not eligible for wages and benefits granted to the support staff herein listed.

Job descriptions will be updated annually for all support staff positions A Support Staff Handbook shall be developed and used as a guide to clarify work place rules, procedures and job expectations. Support Staff employees within the first three (3) years of employment shall receive annual evaluations by their immediate supervisor. Thereafter, Support Staff may be evaluated annually, but with an evaluation at least once every three (3) years. The immediate supervisor shall meet with each work group employee individually and discuss the employee's evaluation.

Support staff employees are categorized in the following manner:

- A. 12 Month full-time: Employees in this category shall include employees who are normally scheduled to work forty (40) hours a week on a twelve (12) month basis.
- B. 12 Month part-time: Employees in this category shall include employees who are normally scheduled to work (20) or more hours a week during the school year and up to forty (40) hours a week during the summer.
- C. School year full-time: Employees in this category shall include employees who are normally scheduled to work between thirty (30) to forty (40) hours a week during the school term which may include short periods of time before the start of the school year and after school closes.
- D. School year part-time: Employees in this category shall include employees who are

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normally scheduled to work at least twenty (20) but less than thirty (30) hours per week during the school term which may include short periods of time before the start of the school year and after school closes.

- E. Part-time: Employees who work less than twenty (20) hours a week on a regular basis (i.e. contracted for the entire school year).
  
- F. Temporary: Employees who work less than twenty (20) hours a week on a sporadic basis.
  
- G. Substitutes: Employees in this category shall include those employees who are hired to substitute for a support staff employee when they are absent from work and unable to perform regular job duties.

**Cross Reference:** Support Staff Handbook  
548.00, Support Staff Supervision & Evaluation

Prior Approval: November 26, 2013  
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