

# RESOURCES

## STAFF

### Additional Conditions of Employment: Support Staff- School Term Two Hours (180 Days Employed)

- Work hours are set by your area director and building administrator to align with your employment responsibilities.
- Nonteaching personnel working one or two hours per day are employed for the 180 days school is in session. They do not accrue annual or sick leave, do not receive annual-leave credit for state holidays worked that occur when school is in session, and are not eligible for the state retirement or insurance programs.
- Any absence from employment during any of the 180 scheduled work days necessitates a corresponding deduction in pay.

#### Additional information for bus drivers

- Obtain the necessary physical examination after July 1 and submit the completed form required for school bus drivers prior to the employment start date for your position.
- Maintain appropriate licensure and a school bus permit authorizing your services as a bus driver.
- Participate in a scheduled meeting with the building administrator (preceding the start date for employment) to arrange your route schedule and complete a safety inspection. You will receive additional pay for this time worked prior to the beginning of the school term based upon hours worked as reflected on a completed and authorized time sheet.
- If you are a new bus driver, participate in the required bus driver training program prior to the start of employment or as scheduled by your building administrator. If this training is scheduled outside of your regular work hours, you will receive additional pay based upon hours worked as reflected on a completed and authorized time sheet.
- If you are a continuing bus driver, participate in the training required of your position within five days of employment. If this training is scheduled outside of your regular work hours, you will receive additional pay based upon hours worked as reflected on a completed and authorized time sheet.



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