

1            **CLASSIFIED WORKDAY REQUIREMENTS INCLUDING EXTRA DUTY & IN-**  
2    **SERVICE POLICY**

3  
4    **WORKDAY**  
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6    Classified employees will work in accordance with their Job Code Title Work Calendar  
7    Schedule as established by the District Administration. (See **Human Resources for details**)  
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9    **EXTRA DUTY & EXTRA DUTY ASSIGNMENTS**  
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11    Extra Duty Assignments include but are not limited to coaching, directing, or otherwise  
12    advising extracurricular activities in addition to regular school day duties.  
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- 14    1. Classified employees workday may include Duty Time for recess, Lunchroom Duty, or  
15    monitoring student bus loading and unloading, and any other Additional Duties required  
16    of them.  
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  - 18    a. With the approval of the building principal, employees' work times before, during, and  
19    after school may be adjusted.
  - 20    b. Classified Employees may be authorized a stipend should their Extra Duty cause their  
21    Job (code) Title Work Calendar Schedule to extend past the regular required amount  
22    of workdays.
  - 23    c. All Classified Employee Stipends must be approved by the building administrator and  
24    the District Office.
  - 25    d. **Classified Non-certified** employees and/or other individuals who receive a notice of  
26    termination during a contract period or they are not reissued a supplemental contract  
27    may not request an informal hearing before the Board as they are considered "at-will"  
28    employees.  
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30 **Classified personnel are at-will employees with no property rights in their employment.**  
31 **Classified personnel are not entitled to any expectations of future employment with the**  
32 **district.**

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36 **LEGAL REFERENCE:**

37 Idaho Code Sections

38       33-511 – Maintenance of Schools

39       33-517 – Non-Certificated Personnel

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41 **ADOPTED:** March 1, 2001 (as non-policy procedure In-service Days/Classified Employees)

42 Revised: April 10, 2006 (as non-policy procedure)   Reviewed: November 8, 2010 (as non-policy procedure)

43 **ADOPTED:** November 15, 2011 (as policy)

44 Reviewed: November 19, 2013