

4231 NON CERTIFIED SALARY GUIDELINES

Non-certified employees are considered At-Will Employees and annually will be issued a “Work Agreement” signed by two board officers and the employee. Either party may terminate their work agreement without cause upon at least two weeks of advance notice in writing. The work week is defined as commencing at 12:01 a.m. (midnight) on Monday morning and ending at 12:00 (midnight) on Sunday evening.

Full time: Employee that work more than 2080 hours per year. Full time employees will be paid from July 1st to June 30th.

Part time: Employees that work less than 2080 hour per year, and more than 600 hours per year. Part time employees will be paid under the terms of their work agreement.

Fringe benefits:

- a. Full time employees will receive “Employee Only” Health Insurance paid by the district, or, if they chose not to take the Health Insurance option, will be granted a \$2,000 annuity. The only exception to this health insurance fringe benefit must be included in the original Work Agreement when employment started with Sterling Public Schools.
- b. Part time employees’ fringe benefits will be negotiated on an individual basis.

Sick Leave:

- a. Full time non-certified employees will be allowed five (5) sick days leave per year with an accumulation of twenty (20) days. An additional three (3) days per year will be allowed for serious illness or death with in the immediate family at the discretion of the Superintendent or Board of Education.
- b. Part time non-certified employees will be allowed three (3) sick days leave per year with an accumulation of ten (10) days. An additional three (3) days per year will be allowed for serious illness or death with in the immediate family at the discretion of the Superintendent or Board of Education

Vacation/Holidays

- a. All non-certified employees who are full time employees (more than 2080 hours per year) shall accrue vacation as follows:
 - i. After one full year of employment; one five day work week to be paid at the regular hourly rate.
 - ii. After two full years of employment; two five day work weeks to be paid at regular hourly rate.
- b. All non-certified employees who are full time employees (more than 2080 hours per year) shall receive seven paid holidays. (Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day, and New Years Day)

