

**Subject: 11-Month Classified Employees Policy**

**Effective Date: June 06, 2008**

**Approved By: Board of Directors**

**Policy:** The Executive Director or designee may offer employment to classified employees for a term of 11-months (August 1 – June 30) as needed to meet the business needs of the school or any school program. Designated 11-month classified employees may be full- or part-time, non-exempt or exempt, and may hold positions that are either clerical or management in nature.

**Procedure:**

1. A classified position will be designated as an 11-month or 12-month position, as approved by the Executive Director.
  - a. Incumbents will be advised when their position has been designated as an 11-month position.
2. Classified employees may request that their position be evaluated for possible conversion to an 11-month position. The final decision is made by the Executive Director.
3. Exempt 11-month classified positions will be paid 11/12 (91.67%) of the designated annual salary.
  - a. Any stipends designated for the position will be paid at 11/12 (91.67%) of the designated annual stipend amount.
4. Non-exempt 11-month classified positions will be paid at the designated hourly rate of pay for all hours worked (including 150% for overtime and 200% for double time)
  - a. Any stipends designated for the position will be paid at 11/12 (91.67%) of the designated annual stipend amount.
5. 11-month classified positions which are full-time will accrue 11/12 (91.67%) of vacation and sick time benefits.
  - a. 10 hours of vacation per month August – June.
  - b. 6.67 hours of sick time per month August – June
6. 11-month classified positions which are full-time will accrue 16 hours of personal time off total for the year (accrues 8 hours on August 1 and 8 hours on February 1)
7. 11-month classified employees will not work, and are not eligible to be paid, for the month of July (July 1 – 31).
  - a. 11-month classified employees are not paid for any school holiday that occurs during the month of July.
  - b. 11-month classified employees do not accrue paid time off during the month of July.
  - c. 11-month classified employees may use accrued vacation or personal time to compensate for unpaid time off in the month of July.
8. 11-month classified employees who work at least 30 hours per week are eligible for the school's group benefits (medical, dental, vision, as well as voluntary life, disability, and long-term care coverage).

- a. The school will continue the school's contribution towards the premiums for group benefits during the month of July when the 11-month classified employee is not working.
- b. If the 11-month classified employee normally pays a portion of the premiums for group coverage by payroll deduction, the July deduction will be taken from the June paycheck.