

4040
Employment Terms for Classified Staff

This policy applies to all classified staff.

Wages

- The starting hourly wage for Pawnee City Public Schools will be the Federal Minimum Wage, unless otherwise set by superintendent.
- If recommended by the superintendent, an annual increase of .25-cent hourly raise will be awarded.
- Personnel may be “frozen” at a particular amount for more than one year.
- New pay rates begin on August 1 or the start of the new school year (reflected in September paycheck).
- All classified staff shall be paid an hourly rate unless they are in a supervisory role.
- Hourly, classified employees who work more than 40 hours per week shall receive 1.5 times their regular hourly rate for each hour worked over 40 hours.

Leave Benefits (All days are equivalent to the employee’s normally scheduled day. If an employee work status changes, the leave time is based on the employee’s current status)

- Personal Leave
 - 3 personal days per year (non accumulative) – prorated as needed.
 - For subsequent years, all time will be given August 1 or the beginning of the school year.
 - All personal leave must be used before time without pay can be granted.
 - BUY BACK of unused personal days will be @ \$40.00 per day.
- Sick Leave
 - Sick days are earned at employment – prorated as needed.
 - 10 days per year (accumulative to 60 days)
 - For subsequent years, all time will be given August 1 or the beginning of the school year.
 - BUY BACK of unused sick days (in excess of 50 days) will be @ \$40.00 per day.
- Bereavement Leave

- Two days of Bereavement Leave will be granted for the death of an immediate family member. Immediate family includes spouse, children (to include step and foster children), parents, brothers, sisters, grandparents, and spouse's parents and grandparents.
 - If more than two days are taken at this time, the balance will be taken from sick leave.
 - If Leave for a funeral of a close family friend may be deducted from sick leave instead of personal leave at the discretion of the administration.
- Holiday Benefits
 - All employees receive holiday pay for the following: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas if they work the week prior and after the holiday.

Retirement

- Retirement, with the Nebraska Public Employees Retirement Systems is mandatory for employees working 20 or more hours per week, three months out of the year. The three months do not have to be consecutive.

Adopted on: 10-11-10

Revised on: 7-18-11; 11-14-11; 6-11-12; 7-14-14

Reviewed on: _____