

2.008.

Employment Classifications Policy

Classifications are established for positions which are sufficiently similar with respect to duties, responsibilities and authority, which have similar requirements as to education, experience, capacity, knowledge, proficiency, ability and other qualifications, where similar tests of fitness may be used to choose qualified employees and where the same compensation schedule may apply. The following classifications are established:

1. Administrative
 - a. Cabinet Level Supervisor
 - Executive Director
 - **Associate Executive Director**
 - Division Directors
 - b. Intermediate Level Supervisors
 - **Unit Director**
 - Program Administrator
 - Manager

2. Professional
 - a. Clinical (e.g., Nurse, Social Worker, Psychologist)
 - b. Instructional (e.g., Teacher, Occupational Instructor, Liaison/Counselor)
 - c. Specialist

3. Support
 - a. Clerical
 - b. Paraprofessional (e.g., Educational Instructors and Aides)
 - c. **Bookkeeper/Accountant**
 - d. Custodial
 - e. Cafeteria
 - f. Bus Driver

ADOPTED: August 21, 1990
REVISED: October 22, 1992
REVISED: June 1, 2000
REVISED: November 6, 2014

2.008A. Employment Categories and Definitions Procedures

Categories of employment shall be as follows:

- School Year – Certified – Exempt
- Twelve Month - Certified – Exempt
- School Year – Non-Certified – Exempt
- Twelve Month - Non-Certified – Exempt
- School Year – Non-Certified – Non - Exempt
- Twelve Month– Non-Certified – Non – Exempt

Employee means any individual employed by C.E.S.

School Year Employee means any employee who is scheduled to work the days designated on the school calendar.

Twelve Month Employee means any employee who is scheduled to work the full year pursuant to the Central Office calendar.

Certified Employee means any employee employed in a position requiring a certificate issued by the State Board of Education.
(Connecticut General Statute §10-145d & §10-145d-400 et. seq.)

Non-Certified Employee means any employee employed in a position which does not require a certificate issued by the State Board of Education. (Connecticut General Statute §10-145d & §10-145d-400 et. seq.)

Exempt Employee means any employee who is exempt from the state and federal wage and hour laws. (Connecticut General Statute §31-58 et. seq. & 29 U.S.C. §201 et seq.)

Non-Exempt Employee means any employee who is subject to the federal and state wage and hour laws. (Connecticut General Statute §31-58 et. seq. & 29 U.S.C. §201 et. seq.)

Full-Time Employee means any employee who works at least thirty-seven and one-half (37- ½) hours per week.

Part-Time Employee means any employee who works less than thirty-seven and one-half (37-1/2) hours per week.

Per Diem Employee means any employee who is hired to work by the day.

Temporary Employee means any employee who is employed for a specific period of up to sixty (60) work days in a temporary position authorized by the Executive Director.

Substitute Employee means any employee who is hired to replace a regular employee in a position authorized by the Representative Council. The substitute employee is entitled to no benefits.

Short-term -one (1) through twenty (20) days
Long-term -twenty-one (21) or more **consecutive** days in the same
assignment in the same school year

Interim Substitute Employee means an employee who is hired to replace a regular employee on a substitute basis for a **full year assignment** and is entitled to benefits in accord with applicable policies and procedures.

Consultant is an independent professional who is paid a fee for services rendered and is not an employee of C.E.S.

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