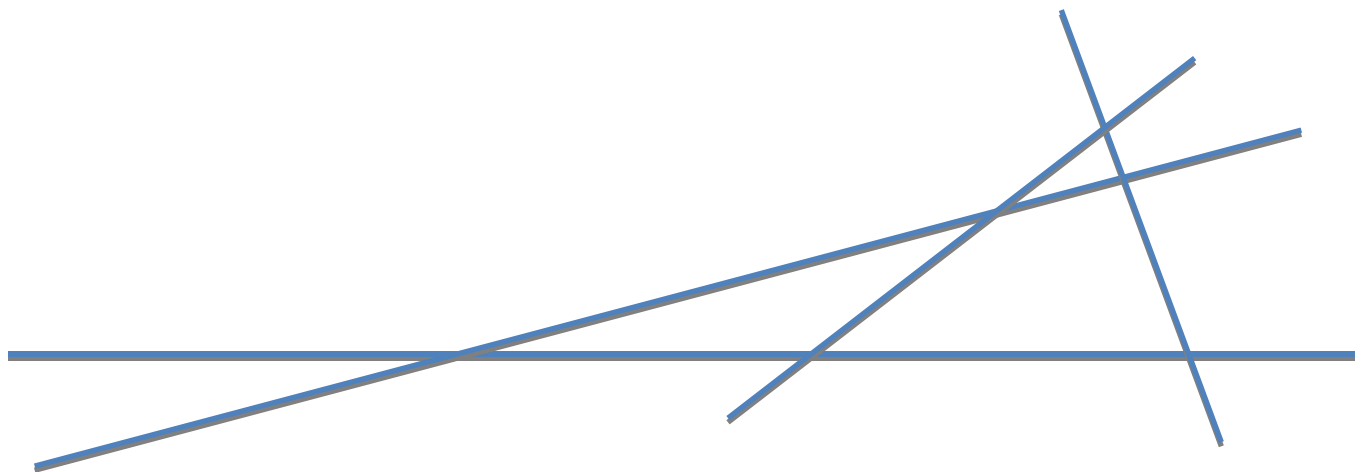


FRENCHTOWN SCHOOL DISTRICT

CLASSIFIED EMPLOYEE HANDBOOK



2025 - 2026

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INTRODUCTION

Welcome to the Frenchtown School District.

The material covered within this employee handbook is intended as a method of communicating to employees regarding general District information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this employee handbook is subject to unilateral revision or elimination, from time to time, without notice, consultation, or publication, except as may be required by contractual agreements or law.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

In this handbook, policy codes indicate related Board policies. Please direct any questions to Superintendent Meyer.

DISTRICT MISSION STATEMENT



We inspire passion for learning, leadership, and service, while preparing students to strengthen our community and their futures!

Core Values

1. **Community:** We value a strong sense of pride and trust amongst our school, community, and families. Our role in education is supported by quality school campus and community.
2. **Excellence in Education:** We value opportunities for future activities and growth resulting in an excellent education focused on individual needs. We have dedicated and qualified staff who take pride in their work and professional development while striving to consistently provide students with exceptional and vast experience. Our offerings give our students access to a broad range of opportunities and activities inside and outside of the classroom.
3. **Safe and Nurturing Environment:** Students and staff have a right to a safe, nurturing environment where they thrive mentally, physically, and emotionally. We celebrate and

support diversity and are responsive to the needs of students, staff, and community.

4. **Personal Responsibility:** We believe that personal accountability, self-discipline, self-control, and good citizenship are critical to our success. We value showing and having respect for others, being respected and maintaining our integrity during times of success and times of challenge.

SCHOOL CALENDAR

JULY 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	AUGUST 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SEPTEMBER 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	OCTOBER 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
NOVEMBER 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	DECEMBER 2025 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JANUARY 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
MARCH 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	APRIL 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	MAY 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JUNE 2026 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

AUGUST

PIR Days No School 25, 26
First Student Day 27
Beginning of 1st Quarter 27

SEPTEMBER

Labor Day No School 1
First Day of Kindergarten 2

OCTOBER

MEA Convention, No School 16, 17
Parent Teacher Conf 30, 31
Early Out 30
End of 1st Quarter 30
PIR No School 31

NOVEMBER

Beginning of 2nd Quarter 3
Thanksgiving No School 26-28

DECEMBER

No School Winter Break 22-31

JANUARY

Winter Break No School 1
PIR No School 2
End of 2nd Quarter 16
PIR No School 19
Beginning of 3rd Quarter 20

FEBRUARY

PIR No School 16

MARCH

Parent Teacher Conf 5, 6
Early Out 5
PIR No School 6
End of 3rd Quarter 27
Spring Break No School 30, 31

APRIL

Spring Break No School 1-3
Beginning of 4th Quarter 6

MAY

Memorial Day No School 25

JUNE

End of 4th Quarter 4
Last Student Day 4
PIR No School 5

Approved by
Board of Trustees
1/21/25

Click this link for up-to-date events: [District Calendar of Events etc.](#)

BOARD OF TRUSTEES 2025-2026

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. The Trustees for the 2025-2026 school year, as elected by residents of this district, are as follows:

Debbie Lester – Chair -- Term ends 2027

debbielester@ftbroncs.org

Bryce Simpson -- Vice Chair -- Term ends 2026

brycesimpson@ftbroncs.org

Noah Peters -- Term ends 2026

NoahPeters@ftbroncs.org

Rainier Batt -- Term ends 2028

rainierbatt@ftbroncs.org

Holli Bellaire -- Term ends 2028

HolliBellaire@ftbroncs.org

Dennis Normand -- Term ends 2027

dennisnormand@ftbroncs.org

Jami Romney Fitzgerald -- Term ends 2027

jamiromneyfitzgerald@ftbroncs.org

GENERAL TERMS OF EMPLOYMENT

Equal Opportunity Employment

The Frenchtown School District, herein after called “District” is an Equal Opportunity Employer. The District does not discriminate on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, sex, or veteran status, as required by law. “Sex” includes sexual orientation and gender identity and expression. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, Section 504, and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws.

Reasonable accommodation for individuals with disabilities will be made as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, including but not limited to Title IX, contact the District’s [Non-Discrimination Coordinator & Title IX Coordinator] Josh Criner joshcriner@ftbroncs.org. For additional information, please see [FTSD Policy 5010](#).

Inquires may also be directed to the Assistant Secretary for the U.S. Department of Education.

Harassment/Discrimination

The District intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment or bullying of employees, discrimination against employees, or any act prohibited by Board policy that disrupts the work place and/or keeps employees from doing their jobs.

Employees are expected to be civil, respectful, and act in an orderly manner toward one another. Workplace harassment and bullying may be defined as the deliberate, hurtful, repeated mistreatment of an employee, driven by a desire to abuse or control that individual.

Common behaviors include, but are not limited to:

- Injuring, threatening, harassing or intimidating a staff member, board member or any other person;
- Defamation of character and/or reputation;
- Yelling, shouting, and screaming; intimidating gestures toward fellow employees;
- Behind-the-back-put-downs, insulting, and unfair criticism;
- Damaging or threatening to damage another’s property;
- The deliberate sabotage and undermining of another’s work performance;

- Impeding, delaying, or otherwise interfering with the orderly conduct of the district employee program or any other activity occurring on school property;
- Operating a motor vehicle in a risky manner to scare or intimidate;
- Exclusion or social isolation; and
- Other inappropriate behavior that intimidates, offends, degrades or humiliates a co-worker, including occurrences in front of another co-worker, students, parents, contractors or visitors.

Any employee who believes that he or she, or any other employee or student, is being subjected to harassment or discrimination should bring the matter to the attention of the Supervisor and/or Building Principal. Complaints of sexual harassment should be brought to the District's Title IX Coordinator. The District will investigate any such concerns promptly and confidentially to the extent possible. Complaints will be addressed via the applicable grievance procedure; the District's grievance procedures can be found on the District's website or click - [FTSD Policy 1700 - Uniform Complaint Procedure](#) and at each District building.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. For additional information if an employee believes that he or she has been discriminated against or harassed on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, or sex, please see [Policy 5010](#), [Policy 5012](#), and [Policy 5015](#).

Hiring

Classified Staff are hired at a meeting held by the Board of Trustees. Upon approval, Classified Staff are provided a letter of assurance. For further information on hiring, refer to [Policy 5120](#). All employees shall be required to provide verification of their legal ability to work in the United States upon hire and as required by law.

Job Responsibilities

All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. For additional information, please refer to [Policy 5140](#).

Criminal Background Checks

Any individual, in any capacity on behalf of the District, who will have unsupervised contact with a student in school, at a school sponsored activity, or in transit to an activity, shall submit to a criminal background investigation conducted by the appropriate law enforcement agency before such contact. Any offer of employment or appointment will be contingent on results of the criminal background check. This policy shall also be applied to an employee of a person or firm holding a

contract with the District, if the employee is working on school property, and the employee may have unsupervised access to students.

Any requirement of an applicant or employee of a contractor to submit to a fingerprint background check will be in compliance with the National Child Protection Act and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the applicant will be declared eligible for appointment or employment. Arrests resolved without conviction will not be considered in the hiring process, unless the charges are pending. The Superintendent shall keep all criminal record information confidential as required by law. For additional information, please see [Policy 3650](#) and [Policy 5122](#).

Confidentiality

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. If employees have any questions about access to confidential information, they should speak to their Supervisor.

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions. All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Please refer to [Policy 5223](#) and [Policy 5231](#) for additional information.

Salaries and Payroll Distribution

The monthly pay period is from the first day of the month to the last day of the month. Paychecks will be issued on or before the 10th of each month. If a pay day falls on a day when school is not in session, paychecks will be issued on the last school day prior to the 10th of the month except the final June check which will be paid on June 30th instead of July 10th. If a pay day falls on a bank holiday, paychecks will be issued on the last school day prior to the bank holiday. The employee has the option of direct deposit or receiving a hard copy check.

BENEFITS AND LEAVE

Insurance

The District provides unemployment insurance, workers' compensation and liability insurance for

all employees. In addition, the District provides group health insurance to eligible employees. Classified employees who are regularly scheduled to work more than 30 hours per week are eligible for group health benefits contributions. Pro-rated rates are available for employees working more than 20 hours and less than 30 hours/week. Temporary employees who are not regularly scheduled to work more than twenty hours per week are not eligible for health insurance benefits.

The District's Insurance Committee shall include teachers, administrators, trustees, and classified staff members. This Insurance Committee will review and/or recommend adjustments in the Insurance Package to the School Board.

Detailed benefit offerings are provided by Deputy Clerk, Angie Gibbs angiegibbs@ftbroncs.org
Please see [Policy 5331](#).

Salary Deductions

The District makes all payroll deductions required by law or as authorized by the employee.

Expense Reimbursement

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Supervisor. For additional information, please refer to [Policy 7335](#), [Policy 7336](#).

Holidays

<u>9-10 Month Employees</u>	<u>12-Month Employees</u>
New Year's Day*	New Year's Day*
Memorial Day	Memorial Day
	4th of July*
Labor Day	Labor Day
Thanksgiving	Thanksgiving
Christmas*	Christmas*

(*) Paid Leave Days if school is not in session

Year-round (12-month) employees must work full 8-hour days during the July 4th workweek.

If holidays fall on a Saturday or Sunday, they are not moved to Friday or Monday by default.

- Exception: Refer to MCA 20-1-305(2) and Section 7.7 for cases when these become mandatory paid leave days.

Mandatory Paid Leave Days

Martin Luther King Day*
Presidents' Day

Good Friday*
Easter Monday*
Thanksgiving Friday*
Veteran's Day**
Christmas Eve**

*Paid Leave Days granted if school is not in session

**Paid Leave Days granted if school is not in session, and it does not fall on a weekend.

- If a holiday falls on a Saturday: Friday is NOT a holiday
- If a holiday falls on a Sunday: Monday is NOT a holiday
- However, if the holiday is a mandatory paid leave day, it may be moved accordingly.

Additional Notes:

- Temporary employees do not receive holiday pay.
- Part-time employees receive pro-rated holiday pay.
- If an employee works on a school holiday:
 - They are granted another day off or
 - May choose to receive holiday pay in addition to regular pay.
- Holidays during an approved vacation period are not deducted from vacation leave.
- For further guidance, refer to Policy 5333.

Leave

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the District provides leave to its employees pursuant to Montana law, master contracts and individual contracts. Employees who must be absent should inform their immediate supervisor as soon as possible but no later than the start of the scheduled shift. Listed below is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required. [Policy 5321](#) contains additional information regarding the standards for leave.

Sick Leave - (for current information refer to 2-18-618, MCA)

Classified employees shall be granted sick leave pursuant to Montana law governing public employees. Unless otherwise stated by contract, "sick leave" means a leave of absence, with pay, for an illness suffered by an employee or a member of the employee's immediate family. "Immediate family" is defined as spouse, child(ren), grandchild(ren), any child(ren) for whom the employee is the legal guardian, parent(s) and grandparents. Employees may use up to ten (10) days of his/her sick leave annually for illnesses of the members of his/her immediate family (as defined above). Additional use of sick leave for this purpose may be granted at the discretion of the Superintendent.

1. A permanent full-time employee shall earn sick leave credits from the first day of employment. For calculating sick leave credits, 2,080 hours (52 weeks x 40 hours) equals 1 year. Sick leave credits shall be credited at the end of each pay period. Sick leave credits shall be earned at the

rate of 12 working days for each year of service without restriction as to the number of working days that may be accumulated. Employees are not entitled to be paid sick leave until they have been continuously employed 90 days.

- a. Seasonal leaves or any other unpaid leaves of absences that may begin during the initial 90 day qualifying employment period; will extend the 90 day period. The time spent on the leave of absence greater than one week in length will not count toward completion of the 90 days of the initial qualifying employment period. The 90 day initial qualifying employment period will resume when an employee starts back to work.
2. An employee may not accrue sick leave while in a leave without pay status.
 3. Permanent part-time employees are entitled to prorated leave benefits if they have worked the qualifying period.
 4. Full-time temporary and seasonal permanent employees are entitled to sick leave benefits provided they work the qualifying period.
 5. A short-term worker may not earn sick leave credits.
 6. An employee who terminates employment with the agency is entitled to a lump-sum payment equal to one-fourth of the pay attributed to the accumulated sick leave. The pay attributed to the accumulated sick leave shall be computed on the basis of the employee's salary or wage at the time he/she terminated his/her employment with the state, county, or city. An employee who terminates after working for the District for eighteen (18) or more years shall be entitled to a lump sum payment equal to 30% of the pay attributed to the accumulated sick leave.
 7. An employee who receives a lump sum payment pursuant to this section and who is again employed by any agency may not be credited with any sick leave for which the employee has previously been compensated.
 8. Abuse of sick leave is cause for dismissal and forfeiture of the lump-sum payments provided for in this section.
 9. A local government may establish and administer through local rule a sick leave bank into which its employees may contribute a portion of their accumulated sick leave.
 10. For employees with more than six hundred (600) hours of sick leave, the employee will have the option to sell back sick leave in excess of six hundred (600) hours to the District at the end of the school year. For each two hours of sick leave sold back to the District the employee will receive one hour of pay at their current hourly rate of pay at the time the sick leave is sold.

Personal Leave

In addition to Annual Vacation Leave as designated in 2-18-612, MCA Frenchtown School District #40 will grant:

1. One (1) day of personal leave each year to an employee starting with his/her fifth year of employment, accruing one (1) additional personal leave day every five (5) years thereafter; until the employee reaches four (4) earned days of personal leave a year. Total personal leave for any employee is limited to four (4) per year.
2. This personal leave must be used prior to vacation leave, does not carry over from year to year, and cannot be used in termination pay calculations.

Bereavement Leave

An employee who has a death in the family is eligible for up to 5 days of paid bereavement leave, which the Supervisor has the authority to approve. The superintendent may grant additional days of bereavement leave without pay. For the purposes of bereavement leave, “family” is defined as the employee’s spouse, child, parents/guardians, sibling, grandparents and spouse’s like relations.

Emergency Leave

Classified staff may be granted personal and emergency leave in the discretion of the Board, upon the recommendation of the Superintendent. Emergency leave is without pay unless otherwise stated.

Jury Duty (for current information refer to 2-18-619, MCA)

Employees shall be granted leave for service on a jury, in the Legislature or in response to a subpoena in accordance with state law. Each employee who is under proper summons as a juror or witness shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office. Juror and witness fees shall be applied against the amount due the employee from his employer. However, if an employee elects to charge his juror or witness time off against his annual leave, he shall not be required to remit his juror fees to his employer. In no instance is an employee required to remit to his employer any expense or mileage allowance paid him by the court.

Military Leave - (for current information refer to 2-18-614, MCA)

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal and state laws and regulations regarding the employee’s return to service following military leave.

A period of absence from employment with the state, county or city occurring either during a war involving the United States or in any other national emergency and for 90 days thereafter for one of the following reasons is considered as service for the purpose of determining the number of years of employment used in calculating vacation leave credits under this section.

- Having been ordered on active duty with the armed forces of the United States:
- Voluntary service on active duty in the armed forces or on ships operating by or for the

- United States government; or
- Direct assignment to the United States Department of Defense for duties related to national defense efforts if a leave of absence has been granted by the employer.

Vacation Leave - (for current information refer to 2-18-611, MCA)

1. Each permanent full-time employee shall earn annual vacation leave credits from the first day of employment. Vacation leave credits earned shall be credited at the end of each pay period. However, employees are not entitled to any vacation leave with pay until they have successfully completed their 6 month probationary period as defined in Article 5 Section 5.2.
2. Seasonal permanent employees shall earn vacation leave credits. However, seasonal employees must be employed for 6 qualifying months before they may use the vacation leave credits. In order to qualify, seasonal employees shall immediately report back for work when operations resume in order avoiding a break in service.
3. Permanent part-time employees are entitled to prorated annual vacation benefits if they have worked the qualifying period.
4. An employee may not accrue annual vacation leave credits while in a leave-without-pay status.
5. Temporary employees do earn vacation leave credits, but may not use the credits until working 6 qualifying months.
6. A short-term worker or a student intern, as both terms are defined in 2-18-601, may not earn vacation leave credits, and time worked as a short-term worker or as a student intern does not apply toward the person's rate of earning vacation leave credits.

Rate Earned (for current information refer to 2-18-612, MCA)

Vacation leave credits are earned at a yearly rate calculated in accordance with the following schedule which applies to the total years of an employee's employment with any agency whether the employment is continuous or not:

<u>Years of Employment</u>	<u>Working Days Credit</u>
1 day through 10 years	15
10 years through 15 years	18
15 years through 20 years	21
20 years on	24

For the purpose of determining years of employment under this section, an employee eligible to earn vacation credits under 2-18-611 must be credited with 1 year of employment for each period of: (1) 2,080 hours of service following his date of employment; an employee must be credited with 80 hours of service for each biweekly pay period in which he is in a pay status or on an authorized leave of absence without pay, regardless of the number of hours of service in the pay period; or (2) 12 calendar months in which he was in a pay status or on an authorized leave of

absence without pay, regardless of the number of hours of service in any one month. An employee of a school district, a school at a state institution, or the university system must be credited with 1 year of service if he is employed for an entire academic year.

State agencies, other than the university system and a school at a state institution, must use the method provided above to calculate years of service under this section.

Classified employees will be granted vacation leave pursuant to Montana law. The District, in its sole discretion, may provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

Maternity Leave

The District will provide maternity leave to its employees pursuant to Montana law.

Adoption Leave

The District may provide leave related to the adoption of a child pursuant to the terms of any master or individual contracts and the law.

Family and Medical Leave (FMLA)

Unpaid Family Leave shall be granted to an eligible employee for a maximum time period of 12 weeks in accordance with the Family Medical Leave Act and School Board Policy. A classified employee requesting Family Leave shall file the request in writing with the supervisor and superintendent in advance whenever possible.

The District will require the concurrent running of paid sick leave and Family Medical Leave.

Eligibility

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

Length/Purpose of Leave

In accordance with provisions of the Family Medical Leave Act (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on covered active duty as a member of the regular Armed Forces or is on covered active duty or is under a call or order to covered active duty as a Member of the National Guard or Reserves.

Servicemember Family Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember, who is a current member (or a member on the temporary disability retired list) of the Regular Armed Forces, National Guard, Reserves, or is a veteran who has incurred an injury or illness in the line of duty while on active duty, shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single twelve-(12)-month period.

For additional information, please refer to [Policy 5328](#).

Absence Because of Illness Not Chargeable Against Vacation Unless Employee Approves (for current information refer to 2-18-615, MCA)

Absence from employment by reason of illness shall not be chargeable against unused vacation leave credits unless approved by the employee.

Prior Permission For Leave Without Pay (LWOP)

The District requires employees to get prior permission from superintendent to take LWOP. When an employee has no sick leave left and does not want to take "Vacation in lieu of Sick Leave" in its place, they must have prior permission from superintendent to take LWOP. If the employee doesn't have prior permission from superintendent, their absence will be marked as Absent Without Leave (AWOL) and it becomes a disciplinary issue.

Determination Of Vacation Dates (for current information refer to 2-18-616, MCA)

The dates when employees' annual vacation leaves shall be granted shall be determined by agreement between each employee and his employing agency with regard to the best interest of the state, any county or city thereof, as well as the best interest of each employee.

Accumulation Of Leave - Cash For Unused - Transfer (for current information refer to 2-18-617, MCA).

Annual vacation leave may be accumulated to a total not to exceed two times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Excess vacation time is not forfeited if taken within 90 calendar days from the last day of the calendar year in which the excess was accrued.

An employee who terminates employment for reasons not reflecting discredit on oneself shall be entitled upon the date of such termination to cash compensation for unused vacation leave, assuming that the employee has worked the qualifying period set forth in 2-18-611. However, if an employee transfers between agencies of the same jurisdiction, there shall be no cash compensation paid for unused vacation leave. In such a transfer the receiving agency assumes the liability for the accrued vacation credits transferred with the employee.

SALARY

The adopted salary schedule is included as Appendix B.

Certified paraprofessionals as listed on the attached matrix in Appendix B must have a minimum of two years of college or an AA degree.

A newly hired employee can bring up to four (4) years of certified experience in the same position that they were hired for by the District with them for placement on the pay scale. The experience must have been with a government agency, a school District, or a private business and must be approved for placement on the pay scale by the Superintendent.

The newly hired maintenance worker does not receive the maintenance worker hourly rate until their low pressure boilers license is registered at the District office. If he/she begins work for the District in maintenance without having a low pressure boilers license he/she will receive the appropriate classified salary listed in Appendix B for a custodian until he/she registers a low pressure boilers license with the District office.

The District will provide an additional stipend of \$1,500 for the secretary who is assigned the completion of special services data entry on behalf of the District.

PERSONNEL MANAGEMENT

Employment and Assignment

Each classified employee will be employed under a written assurance. Employees shall have no expectation of continued employment from year to year, and contracts of employment may be renewed or non-renewed each year, at the District's sole option. The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff, subject to any provisions contained in the master contract. The Superintendent will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff member during a school year. For additional information, please see [Policy 5210](#).

Any work performed in excess of forty (40) hours in a work week shall be compensated at the rate of one and one-half (1 ½) times the employee's regular hourly rate. For the purpose of determining overtime/comp time, a work week for the employees shall start at 12:01 A.M., Sunday, and shall continue for the next seven (7) days (24 hours x 7 days = 468 hours).

Holidays shall constitute time worked when computing overtime for pay purposes. Any work performed on a holiday shall be paid at twice the employee's regular hourly wage rate.

Hazardous Conditions

Employees will report all actual or potential safety hazards to their immediate supervisors as soon as possible to prevent situation where an injury might occur to a student, staff, or a community member.

School Cancellation

In the event school is closed by the superintendent and the District does not have to make up that day of school (as determined by the School Board); classified members will not be required to report to work and will suffer no loss of pay for that day. Those requested by their supervisor to report to work when school is cancelled due to inclement weather, to do needed work such as snow removal, heating system repair, etc., will be paid double time their regular rate of pay. The request must be made by the supervisor and approved by the superintendent. The paid day for a school cancellation is limited to one day during the school year.

Employee Discipline

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to disciplinary action up to and including termination. Behavior, conduct, or action that may call for disciplinary action or dismissal includes, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District or member school district's operation, or other legitimate reasons.

Discipline will be reasonably appropriate to the circumstance and will include, but not be limited to, a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee or non-renew employment. [Policy 5255](#) and [Policy 5250](#) contain additional information.

No public officer or public employee shall retaliate against or condone or threaten to retaliate against an individual who, in good faith, alleges waste, fraud or abuse.

Evaluations

Each non-administrative staff member's job performance will be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled annual evaluations using forms applicable to the job classification and description, and day-to-day appraisals. [Policy 5222](#). Employees have a right to access to the evaluation instrument and right to respond in writing to the completed evaluation.

Evaluation Process:

- Employees will be made aware of the evaluation instrument and process prior to the evaluation.
- Supervisors will conduct a performance observation prior to completing the written

evaluation.

- Employees in their first three years of employment will receive a summative evaluation annually, conducted by their appropriate supervisor.
- After three years, employees will be evaluated at least every other year.
- All summative evaluations must be completed by May 15 each year.

Evaluation Form and Access:

- The employee will receive a copy of their completed evaluation.
- The original evaluation will be signed by the employee and placed in their personnel file.
- If the employee refuses to sign, the supervisor will note the refusal and submit the evaluation to the Superintendent.
- Employees have the right to review and respond in writing to the evaluation.
- A written rebuttal may be submitted within 10 working days of receiving the evaluation and will be placed in the personnel file.
- Evaluation tools shall not be altered without prior notice or approval consistent with district procedures.

For additional information, refer to [Policy 5222](#) – Evaluation of Non-Administrative Staff.

Personnel Records

The District maintains a complete personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office. Employees and their designees will be given supervised access to their personnel records in the administrative office. Copies may be given to employees and their designees, but under no circumstances may the original file leave the administrative office. In addition to the Superintendent or other designees, the Board may grant a member of the Board access to cumulative personnel files. Counsel retained by the Board will also have access to a cumulative personnel file if necessary. Personnel records will be maintained for 10 years after the employee has left the District's employment.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless the employee has had the opportunity to review the material. The employee shall be entitled to respond to the material and to have that response placed in the file, if requested in a reasonable period of time, not to exceed 10 working days.

Meetings

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal.

EMPLOYEE CONDUCT

Absenteeism and Tardiness

Regular and timely attendance is an essential function of each position within the District. Employees are expected to report for work on time and to notify their immediate supervisor if they must be tardy or absent. Failure to provide regular and timely attendance may result in disciplinary action, up to and including termination.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process or the operations of the District may be subject to disciplinary action, including termination. [Policy 5255](#).

Behavior that disrupts the educational process includes, but is not limited to:

- Conduct that threatens the health, safety or welfare of others;
- Conduct that may damage public or private property (including the property of students or staff);
- Illegal activity;
- Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the District, school and school-related activities or District operations.

Contact Information

Employees are required to annually update their contact information, including phone number and physical address, at the beginning of each school. If an employee's contact information changes at any time after the beginning of the school, the employee is required to update his/her contact information to the current information. Contact Angie Gibbs angiegibbs@ftbroncs.org to update contact information.

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain in the workplace or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana (including medical marijuana) or any other controlled substance. For purposes of this regulation, a controlled substance is one that is not legally obtainable, or one that is legally obtainable and not being used as prescribed, or referenced in federal and state controlled substance acts. Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials. Any employee convicted of a workplace violation of drug abuse statutes must notify his or her supervisor of the conviction within five (5) working days. For additional information, please refer to [Policy 5226](#).

The use of any legally obtained prescription drug or other controlled substance (including medical marijuana) by any employee while performing their duties or while in a school facility is prohibited to the extent such use may affect the safety of the employee, co-workers, or members of the public, the employee's job performance, or the safe and efficient operation of school facilities. Employees are required to advise their supervisor if they are taking a legal prescription drug or other controlled substance (including medical marijuana) that may have adverse effects on their ability to perform their job safely and efficiently. The supervisor, in conjunction with administration, shall determine whether the employee poses a threat to his or her own safety, the safety of other employees, or significantly affects his or her job performance if using the legally obtained prescription drug or other controlled substance (including medical marijuana) and can continue working. The District will provide reasonable accommodations as required by law for an employee who cannot safely perform his or her job duties because of use of a legally obtained prescription drug or other controlled substance (including medical marijuana).

Weapons

Carrying, bringing, using or possessing any weapon or dangerous instrument in any District building, school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the District prohibits carrying concealed weapons on District property. Staff members who violate this policy are subject to disciplinary action, including termination.

Dress and Appearance

District employees are required to dress in a professional manner. No mode of attire will be considered proper if it distracts from or is disruptive of the positive learning environment of the school to which the employee is assigned or the District office.

Breastfeeding Accommodations

The District will provide reasonable accommodations for breastfeeding mothers, including access to a private area to express breast milk or breastfeed an infant child, permission to bring a breast pump and any other equipment to express breast milk, access to a power source for a breast pump or any other equipment for expressing breast milk, and access to a place to store expressed breast milk safely.

Participation in Political Activities

District employees may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law. Employees may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

Participation in Religious Activities

Employees may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content while in the course of performing official duties of that employee's position(s) with the District.

Tobacco and Marijuana Products

The District maintains tobacco- and marijuana-free buildings and grounds, as required by Montana law. Tobacco includes, but is not limited to, vapor products, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product or any other tobacco or nicotine innovation. Marijuana products are products that contain marijuana for use by a consumer and include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping. Use of tobacco and marijuana products will not be allowed in any District school district buildings, grounds or vehicles, or while on duty during District-sponsored events. However, nothing prohibits an employee from using a smoking cessation product on Cooperative or district property. An employee may use a tobacco product, vapor product, alternative nicotine product, or marijuana product in a classroom or otherwise on District school property as part of a lecture, demonstration, or educational forum concerning the risks of such product with prior notice and approval of the building administrator. Please see [Policy 5226](#).

Use of School Property/Electronic Communication System/Social Networking Pages

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property. Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts and should review [Policies 5450](#) and [Policy 5460](#) for specific information regarding use of the Internet. Authorized District personnel may monitor the use of electronic equipment from time to time, and violations of [Policies 5450](#) and [Policy 5460](#) may result in discipline up to and including termination.

The on-campus and off-campus conduct of employees may impact their ability to function professionally and effectively in the District. Given student and parent interest in and use of electronic media, this is especially true as related to employees' action on electronic social networking websites. Employees may not set up or update their personal electronic social networking websites using the District's computers, network or equipment. Employees who set up personal electronic social networking webpages on their home or personal computers are responsible for the content of their webpages, including but not limited to: content added by employees, their friends or members of the public who can access their webpages; or content that is linked to the employees' webpages.

Employees who set up personal websites or webpages do so at their own risk; however, employees are strongly encouraged to keep their personal webpages private and to prevent students and the

parents of students from accessing their personal webpages.

Employees who drive any District-owned vehicle and who receive a traffic citation during the year must report the citation to the Superintendent immediately.

Health, Safety and Security

It is the intent of the District to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor. The District may require the use of personal protective equipment, including but not limited to face masks, if necessary for the safety and welfare of staff and students. For information on the District's Safety Plan and Bloodborne Pathogen Control Plan, contact your immediate supervisor or see the District's Policy Manual and related procedures. [Policy 8301](#) contains more detailed information regarding these measures.

Except for those vaccinations required by law, the District will not discriminate against an employee by denying or withholding employment opportunities based upon the employee's vaccination status.

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral or written) to their immediate supervisor and to the appropriate District official.

Child Abuse

A District employee who knows or has reasonable cause to suspect that a student may be an abused or neglected child (which includes but is not limited to child sex trafficking and human trafficking), regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, shall report such a case to the Montana Department of Public Health and Human Services and notify the building administrator that a report has been made. An employee does not discharge the obligation to personally report by notifying the Superintendent or building administrator. Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination. In the event that a DPHHS reveals information to an employee after he or she makes a report or requests that information be shared with another employee, employees receiving such information shall keep the information confidential. Please refer to [Policy 5232](#).

Gifts and Solicitation

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives

through the school without building principal approval. The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

Grievances/Communications

District employees shall use the Complaint Procedure to address complaints/concerns about District policies, procedures and directives that cannot be resolved informally. Employees covered by a master negotiated contract must use the grievance procedure in that contract to address alleged violations of that contract. [Policy 1700](#) contains the District's Uniform Grievance Procedure, which applies to all grievances except for those relating to complaints/concerns involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sexual harassment and disability discrimination. A written copy of the District's Uniform Grievance Procedure can be obtained from the Superintendent's office.

District employees shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures if available at [Title IX Home Page](#) or at any district or school office.

Sexual Harassment

Sexual harassment of any individual is prohibited. Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), , or "stalking" as defined in 34 U.S.C. 12291(a)(30).

A determination of responsibility resulting from a formal complaint against an employee for engaging in sexual harassment will result in appropriate disciplinary action, up to and including termination from employment.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to [Policy 5012](#) and [Policy 5015](#) for additional information regarding the District's prohibition against discrimination and harassment.

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours.

Display of Flags or Banners

Staff members are prohibited from displaying flags or banners on school property, including but not limited to classrooms, in vehicles, and offices, except for the following:

- The U.S. flag
- The official flag of the state of Montana or any county, municipality, special district, or other political subdivision within the State
- The official flag of a school district, public university, or community college
- The official flag of any state in the U.S.
- The official flag of any federally recognized tribal nation
- The official flag of any federally recognized foreign nation
- The official flag of any branches and units of the U.S. military
- Official historical flags of the U.S. and the state of Montana, including but not limited to the Betsy Ross flag, Gadsen flag, or other flags of historical significance
- The POW/MIA flag
- Flags or banners representing official school mascots and colors
- Official law enforcement flags, including but not limited to flags honoring law enforcement officers and fallen officers

Inquiries regarding whether a flag or banner is permitted shall be directed to the building administrator.

INTERACTION WITH STUDENTS

Corporal Punishment

The use of corporal punishment in any form is strictly prohibited by the District. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to use reasonable force when, in his/her professional judgment, the physical force is necessary to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

Resuscitation

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and

cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel.

Visitors

Staff members are expected to report any unauthorized person on school property to the building principal.

ACKNOWLEDGMENT FORM

I, _____, have received a copy of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District policies and procedures and with my supervisor if I have any questions concerning its contents.

I understand:

1. that this Handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that in the event there is a conflict between this Handbook and District policies and procedures, the policies and procedures will control;
3. that the District may modify any or all of these policies and procedures, in whole or in part, at any time, with or without prior notice; and
4. that in the event the District modifies any of the policies or procedures contained in this Handbook, the changes will become binding on me immediately upon issuance of the new policy or procedure by the District.

I understand that as an employee of the District I am required to review and follow the policies and procedures set forth in this Employee Handbook and I agree to do so.

Signature of Employee

Date

Return this signed form to the District Office.

Appendix A - Frenchtown School District

Employee Information			
Name		Discussion Date	
Job Title		Department	
Manager/Supervisor			

Personnel Evaluation

Supervisor Ratings: I=Improvement Needed D=Developing P=Proficient E=Excels NA=Not Applicable					
Professionalism	I	D	P	E	N/A
1. Maintains a professional demeanor and builds rapport in all work relationships with coworkers, students, and families; demonstrates respect and politeness					
2. Interactions with students reflect warmth and caring; accepting of diversity					
3. Maintains professional boundaries with all students, families, and coworkers					
4. Exhibits flexibility, willingness, and a positive attitude towards changes in assignments, task demands, and/or locations					
5. Demonstrates interest, willingness and motivation for professional growth and improving work skills					
Work Habits, Skills, and Knowledge	I	D	P	E	N/A
1. Independently initiates assigned responsibilities, duties and trainings without additional prompting or direction					
2. Accurately, consistently, and punctually complies with all supervisory and/or teacher directives and instructions					
3. Demonstrates a good work ethic; Uses time constructively; demonstrates minimal down-time; actively seeks out additional work once assigned duties are completed					
4. Completes work efficiently and meet all assigned deadlines					
5. Demonstrates thorough knowledge and skills of all job duties, requiring minimal oversight					
6. Arrives to work on time and is punctual in arriving back from breaks/lunch on time					
7. Adheres to district policy and procedure in providing absence notice, requesting leave, and completing leave slips in a timely manner; does not take unauthorized leave					
Communication Skills	I	D	P	E	N/A
1. Displays an open, courteous, tactful and constructive manner in all written and verbal communications					
2. Shows discretion, confidentiality and proper safeguard of all sensitive information					
3. Accepts constructive criticism and suggestions for work improvement in a receptive and professional manner					
4. Collaborates cooperatively and effectively to efficiently complete tasks, problem-solve, and make sound decisions					
Safety	I	D	P	E	N/A
1. Adheres to, demonstrates knowledge of, and actively practices classroom, school, and district safety policies/procedures to maintain a safe learning environment and avoid injury to self and others					

2. Complies with Montana law, Administrative Regulations of Montana, and school board policy

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Evaluation Summary

Comments on Overall Performance:

- Additional comments attached

Particular Strengths/Commendations:

Areas to Target for Future Growth:

Signatures

Employee Signature* _____ Date _____

*By signing this form, you acknowledge that your supervisor has discussed this evaluation with you. Signing this form does not indicate agreement. You have 10 days to submit employee comments regarding this evaluation to the superintendent. Your comments will be attached to this document and submitted to your personnel file.

Supervisor Signature _____ Date _____



Frenchtown School District

Classified Evaluation

Employee Comments

The purpose of this form is to add to, rebut, correct, amplify or explain any content in the evaluation.

This form should be submitted within 10 days of the evaluation meeting date.

Employee Information			
Name		Today's Date	
Job Title		Department	
Manager/Supervisor		Date of Evaluation	
Employee Comments (please attach additional pages if needed)			

Employee Signature: _____ Date: _____

Superintendent Signature: * _____ Date: _____

*Superintendent's signature acknowledges receipt of the Employee Comments regarding his/her evaluation.

APPENDIX B:

CLASSIFIED MATRIX SALARY SCHEDULE								
BASE = 31,390.00			2025-2026					
CATEGORY 1			CATEGORY 2			CATEGORY 3		
Playground Aide			Instructional Para Aide, Food Service Worker			Cashier, Custodial, Shipping/Receiving, Grounds		
YEARS EXPERIENCE	INDEX OF BASE	HOURLY WAGE	YEARS EXPERIENCE	INDEX OF BASE	HOURLY WAGE	YEARS EXPERIENCE	INDEX OF BASE	HOURLY WAGE
0	0.835	\$14.85	0	0.845	\$15.00	0	0.855	\$15.15
1	0.850	\$15.08	1	0.860	\$15.23	1	0.870	\$15.38
2	0.865	\$15.30	2	0.875	\$15.45	2	0.885	\$15.61
3	0.880	\$15.53	3	0.890	\$15.68	3	0.900	\$15.83
4	0.895	\$15.76	4	0.905	\$15.91	4	0.915	\$16.06
5	0.910	\$15.98	5	0.920	\$16.13	5	0.930	\$16.28
6	0.925	\$16.21	6	0.935	\$16.36	6	0.945	\$16.51
7	0.940	\$16.44	7	0.950	\$16.59	7	0.960	\$16.74
8	0.955	\$16.66	8	0.965	\$16.81	8	0.975	\$16.96
9	0.970	\$16.89	9	0.980	\$17.04	9	0.990	\$17.19
10	0.985	\$17.11	10	0.995	\$17.27	10	1.005	\$17.42
11	1.000	\$17.34	11	1.010	\$17.49	11	1.020	\$17.64
12	1.015	\$17.57	12	1.025	\$17.72	12	1.035	\$17.87
13	1.030	\$17.79	13	1.040	\$17.95	13	1.050	\$18.10
14	1.045	\$18.02	14	1.055	\$18.17	14	1.065	\$18.32
15	1.060	\$18.25	15	1.070	\$18.40	15	1.080	\$18.55
16	1.075	\$18.47	16	1.085	\$18.62	16	1.095	\$18.78
17	1.090	\$18.70	17	1.100	\$18.85	17	1.110	\$19.00
18	1.105	\$18.93	18	1.115	\$19.08	18	1.125	\$19.23
19	1.120	\$19.15	19	1.130	\$19.30	19	1.140	\$19.45
20	1.135	\$19.38	20	1.145	\$19.53	20	1.155	\$19.68
21	1.150	\$19.61	21	1.160	\$19.76	21	1.170	\$19.91
22	1.165	\$19.83	22	1.175	\$19.98	22	1.185	\$20.13
23	1.180	\$20.06	23	1.190	\$20.21	23	1.200	\$20.36
24	1.195	\$20.28	24	1.205	\$20.44	24	1.215	\$20.59
25	1.210	\$20.51	25	1.220	\$20.66	25	1.230	\$20.81
CATEGORY 4			CATEGORY 5			CATEGORY 6		
Certified Instructional Para Aide, Special Education Para, Head Cook			Certified Special Education Para Aide, Secretary			Maintenance with Boilers License, Head Custodian with Boilers License, Speech Language Pathologist Assistant		
YEARS EXPERIENCE	INDEX OF BASE	HOURLY WAGE	YEARS EXPERIENCE	INDEX OF BASE	HOURLY WAGE	YEARS EXPERIENCE	INDEX OF BASE	HOURLY WAGE
0	0.865	\$15.30	0	0.875	\$15.45	0	1.250	\$21.11
1	0.880	\$15.53	1	0.890	\$15.68	1	1.265	\$21.34
2	0.895	\$15.76	2	0.905	\$15.91	2	1.280	\$21.57
3	0.910	\$15.98	3	0.920	\$16.13	3	1.295	\$21.79
4	0.925	\$16.21	4	0.935	\$16.36	4	1.310	\$22.02
5	0.940	\$16.44	5	0.950	\$16.59	5	1.325	\$22.25
6	0.955	\$16.66	6	0.965	\$16.81	6	1.340	\$22.47
7	0.970	\$16.89	7	0.980	\$17.04	7	1.355	\$22.70
8	0.985	\$17.11	8	0.995	\$17.27	8	1.370	\$22.93
9	1.000	\$17.34	9	1.010	\$17.49	9	1.385	\$23.15
10	1.015	\$17.57	10	1.025	\$17.72	10	1.400	\$23.38
11	1.030	\$17.79	11	1.040	\$17.95	11	1.415	\$23.60
12	1.045	\$18.02	12	1.055	\$18.17	12	1.430	\$23.83
13	1.060	\$18.25	13	1.070	\$18.40	13	1.445	\$24.06
14	1.075	\$18.47	14	1.085	\$18.62	14	1.460	\$24.28
15	1.090	\$18.70	15	1.100	\$18.85	15	1.475	\$24.51
16	1.105	\$18.93	16	1.115	\$19.08	16	1.490	\$24.74
17	1.120	\$19.15	17	1.130	\$19.30	17	1.505	\$24.96
18	1.135	\$19.38	18	1.145	\$19.53	18	1.520	\$25.19
19	1.150	\$19.61	19	1.160	\$19.76	19	1.535	\$25.42
20	1.165	\$19.83	20	1.175	\$19.98	20	1.550	\$25.64
21	1.180	\$20.06	21	1.190	\$20.21	21	1.565	\$25.87
22	1.195	\$20.28	22	1.205	\$20.44	22	1.580	\$26.09
23	1.210	\$20.51	23	1.220	\$20.66	23	1.595	\$26.32
24	1.225	\$20.74	24	1.235	\$20.89	24	1.610	\$26.55
25	1.240	\$20.96	25	1.250	\$21.11	25	1.625	\$26.77