

Concord School District Policy #491

Employment of Personnel

It is the policy of the School Board to recruit and select for employment the best qualified applicant for each position within the District without regard to race, color, national origin, religion, age, qualified handicap, marital status or sexual orientation.

These provisions apply unless otherwise covered by a specific bargaining agreement.

Applications

Written application will be available online and at the Central office for those persons seeking employment with the District. The application will contain information concerning job experience, references, and other details as may be required. The Superintendent and Human Resources Director will coordinate hiring procedures for all job applicants.

Definitions

Salaried employee: personnel under written contract for a specified period of time, whose compensation is set and determined on a per-pay-period basis, and whose normal workday coincides with that of the regular school day.

Hourly wage employee: personnel not under written contract for any specified period, whose compensation is calculated according to time spent on the job, and whose workday may vary according to specific assignment.

Wages

Compensation for salaried non-certified, unaffiliated employees will be determined on an individual basis and will be recommended by the Superintendent to the Board each year.

Compensation for hourly employees will be according to a salary schedule approved and a part of the associated contract bargaining agreement (CBA), if applicable.

Work Day

Each non-certified employee's supervisor will establish the employee's work schedule, including starting time, break time, lunchtime and ending time.

Payroll Deductions

Appropriate payroll deductions will be made from the compensation of all personnel. These will include federal income tax and social security. Other deductions may be made on a voluntary basis.

Leave

Requests for leave by non-certified personnel will be handled individually by the relevant supervisor and may be allowed for reasons such as illness, death of a close relative, maternity, personal time and vacation.

Grievances

All grievances should be settled in accordance with the relevant CBA procedures. For unaffiliated employees, grievances should be brought to their immediate superior. Appeal may be made to the Superintendent.

Annual Notice

The Superintendent will notify all educational support staff and non-certified employees by the last day of each school year of the District's intent to continue or not continue their respective employment for the following school year. The notification will be in writing.

The notification may state that the intent to continue or not continue the employee's employment is contingent on special circumstances, including but not limited to fiscal considerations, staffing needs, staff re-organization, student enrollment and others.

Legal References:

[RSA 189:14-h, Notice to Education Support Personnel and Non-Certified School District Employees Required](#)

Adopted October 1, 2018

Corresponds to NHSBA Policy GDB