

BRITTAN SCHOOL DISTRICT

Board Policy - Confidential Personnel

The Governing Board recognizes a need to create a policy with specific guidelines pertaining to the confidential employees of the District.

Although the confidential staff does not have bargaining power, the Board is committed to negotiating in good faith and respects the goodwill efforts between the Board and the confidential employees to negotiate board policy for that group's contract.

The confidential group shall be comprised of a Business Manager and a Superintendent's Secretary. Any additions to the confidential staff shall be brought before the Board for consideration and approval. Salaries shall be set by the Superintendent and Board Members, with five steps, and longevity will become effective at the beginning of the tenth year at one percent and every five years thereafter with a one percent addition on top of the previous longevity increase.

Confidential staff members are scheduled to work five days per week, twelve months per year. In the event that a situation arises requiring overtime, employees will receive the option of paid compensation or compensating time off, at the discretion of the Superintendent. Overtime will be at the discretion of the Administration.

Confidential employees will be granted eleven legal holidays (see agreement). Also included are eight local holidays, to be used during the school year at the employee's discretion, when school is closed for local holidays.

Paid vacation leave shall accrue according to years of service (see agreement for details). The maximum vacation which may be carried over from one year to the next shall be one year's allowance.

Employees shall receive one day per month of sick leave, with full pay, for each paid month of employment.

The District will contribute to the Health, Vision, Life and Dental Plans, comparable to the Classified Employee Contract.

Date Policy was Adopted by the Board: November 12, 2008

Date Policy was Revised by the Board: October 13, 2009