

<p>DESCRIPTOR TERM:</p> <p>School District Organization and Governance</p>	<p>Millard District Policy File Code: 1020</p> <p>Approved: 11-12-15</p>
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DEFINITION OF TERMS

Annual Employment Letter: A letter of intent executed between at-will employees and the school district, with no expectation of continued employment beyond the time specified in the employment letter.

Association: A group mutually recognized by the Board and employees to represent the employee group.

At-Will Employee: An employee of the district who has no expectation of continued employment beyond the current term of employment stated in the contract or annual employment letter.

Career Educator: A Level 2 licensed educator of the Millard School District who has obtained a reasonable expectation of continued employment pursuant to state law and based on an agreement with the educator, district practice or district policy. Educators who work half-time or more will receive credit equal to full-time toward career status. A letter signifying that the educator has attained career status will be sent to the educator, and a copy placed in his/her file. Each year a list of educators qualifying for career status will be submitted to the Board.

Classified Personnel: Bus drivers, custodians, lunch workers, maintenance workers, instructional assistants (sometimes referred to as paraeducators or paraprofessionals) and secretaries. Classified personnel may be contract or at-will employees of the district.

Contract: A legal document binding the parties to terms contained therein.

Contract Employee: An employee of the district under a signed contract.

Grievance: A disagreement involving the work situation in which an individual or group believes that an injustice has been done because of the lack of policy, because of a policy which is considered unfair, or because of a deviation from the policy.

Instructional Assistants: Non-contract, at-will employees, sometimes referred to as paraeducators or paraprofessionals, who are hired to assist professional educators.

Long-Term Disability Benefit: A fringe benefit offered only to career educators, qualified classified personnel and administrators. This benefit covers two-thirds of the monthly salary for those qualifying employees who become eligible after the six-month waiting period.

Orderly Dismissal: A process through which an educator or classified employee can be terminated by the employer.

Part-Time Employee: A professional educator who works less than three hours per day or classified personnel who works less than thirty hours per week. Part-time classified employees are at-will employees who have no expectation of continued employment beyond the current term of employment stated in the annual employment letter.

Professional Educator: Any individual, except the superintendent, employed by the Millard School District who is required to hold a professional license or letter of authorization issued by the State Board of Education. Professional educators may be contract or at-will employees of the district.

Professional License: License issued by the State Board of Education signifying the applicant has completed necessary requirements to qualify as a professional educator. There are three levels of licenses:

- Level 1 licenses are for beginning educators in their first three years of employment.
- Level 2 licenses are for career educators who have successfully completed the requirements associated with a level 1 license.
- Level 3 licenses are issued to career educators who are National Board certified or who have attained a doctorate from an accredited institution.

Provisional Educator: An educator, other than a career or temporary educator, who:

- Is new to the education profession and has less than three continuous years of service in the Millard School District, or
- Is a career educator with three or more years of successful teaching experience elsewhere, but is a first through third year educator in the Millard School District.

All provisional educators are at-will employees. Provisional educators may reapply annually (for a minimum of three years) if they wish to be considered for continued employment. Application shall be done on or before March 1st. Notification shall be made at least 60 calendar days prior to the end of the educator's contract (June 30th) as to whether a subsequent term of employment will be offered.

Salary Policy: A statement of a continuing point of view on salary issues.

Salary Schedule: An annual, negotiable, monetary table of payment for services rendered.

Temporary Employee: An individual hired for a limited amount of time for a specific purpose. For example: substitute teachers, summer help, student sweepers, etc. Temporary employees serve at the will of the district and may be terminated at any time at the sole discretion of the district.