

NEW REGULAR CLASSIFIED EMPLOYEES

As a new regular classified employee, there are a few items that you need to be aware of:

Probationary Status: You are in a probationary status for seven (7) months from your date of hire. The District reserves the rights to terminate a probationary employee during this period for any reason. Also, probationary employees may not apply for other posted positions without prior consent from the Director of Human Resources.

Base Pay: Placement on the Compensation Schedule for classified employees is in accordance with the District/OSEA Collective Bargaining agreement (found on the District homepage). Pay is subject to deductions for taxes and other withholdings, such as union dues and “fair share” deductions, as required by law or the policies and other agreements of the district. Your pay will be disbursed on the last business day of each month.

Sick Leave, Holidays and Vacation Days:

Regular, classified employees will accrue sick leave and holiday pay. See the enclosed ‘Classified Calendar’ for exact paid holidays according to your work schedule. Also, see the Collective Bargaining Agreement, found on-line, for how sick leave is calculated.

Twelve month work year employees (CL-12 work schedule) will earn annual paid vacation. See the Collective Bargaining Agreement, found on-line, for how these days are calculated.

Note: Probationary employees on a CL-12 work schedule will accrue vacation days but those days will not be useable until the probationary period has ended.