

EMPLOYMENT NON-INSTRUCTIONAL/SUPPORT PERSONNEL

The Terrebonne Parish School Board bases its employment and assignment policies on the principle that quality education can best be provided by staffing all positions in the system with the very best personnel available. Selection of personnel to fill all positions shall be based upon performance, effectiveness, and qualifications applicable to each specific position. Decisions shall be made on a non-discriminatory basis with selection procedures and evaluative criteria known to all applicants. Applicants should not resort to the use of political, social, or other pressures to gain employment or promotion.

No person shall be denied employment, reemployment, or advancement, nor shall be evaluated on the basis of sex, marital status, race, handicap, or color, creed, or national origin. Age shall be considered only with respect to minimums set by law.

CONDITIONS OF EMPLOYMENT

1. Experience

Experience shall not be a prerequisite for employment unless, in the opinion of the Superintendent, the position is one in which experience is required.

2. Probationary Status

All new non-instructional personnel shall be employed on a probationary basis of six (6) months or as required by law or administrative regulation. A list of new non-instructional personnel employed shall be furnished to the School Board on a monthly basis.

3. Pre-Employment Medical Examination

As a condition of employment, prior to receiving Terrebonne Parish School Board authorization for active employment, a person shall be required to submit to a pre-employment medical examination for his/her applicable job classification, by School Board-approved physician(s), with expenses to be paid by the School Board. The School Board may be entitled to reimbursement from an employee for the costs of such employee's or applicant's pre-employment medical examination or drug test, however, if the employee terminates the employment relationship sooner than ninety (90) working days after the first day of work or never reports to work, unless there is a substantial change made to the employment by the School Board.

4. Criminal History Review

As a condition of employment, the prospective employee shall be required to submit to a criminal history review in accordance with La. Rev. Stat. Ann. §§15:587.1 and §17:15.

5. Disclosure of Information

As a condition of employment, the applicant must sign a statement authorizing request and release and disclosure, by current or previous employers, if a public school board, of information relative to sexual misconduct with students, in accordance with La. Rev. Stat. Ann. §17:81.9.

6. Proof of Selective Service Registration

To be eligible for employment with the Terrebonne Parish School Board, men born in 1960 or later must provide proof of registration with the Selective Service System in accordance with the Military Selective Service Act, Selective Service Regulations, and the President's Proclamation on Registration.

7. Terms of Employment

- A. Non-instructional/support personnel, who are considered non-exempt under the federal Fair Labor Standards Act, shall be provided at least a thirty (30) minute duty-free lunch break and two (2) fifteen (15) minute breaks daily.
- B. Non-instructional/support personnel, who are considered non-exempt under the federal Fair Labor Standards Act, shall not be required to work additional time unless properly compensated.
- C. All approved overtime work after regular school hours shall be offered to non-instructional/support personnel on a fair and equitable basis. When all factors are equal, opportunities for overtime work, within an employee's job classification, shall be assigned on a rotating basis according to seniority.

Overtime work for which an employee will be paid with reimbursable funds shall not be given the option of release time.

BUS OPERATORS

Whenever a school bus operator is needed to drive a new route or a route vacated by a previous operator, the school bus operator who is tenured and has acquired the greatest seniority shall be offered the opportunity to and may change from driving his/her route to the vacant route before another operator is selected. The School Board shall notify such bus operator of the route vacancy by mail to his/her residence. If the tenured bus operator with the greatest seniority chooses not to change to the vacant route, the route shall then be offered in order of seniority to a school bus operator who has acquired tenure.

If no tenured operator chooses to change to the vacant route, the route shall then be offered to a full-time probationary bus operator.

If no regular bus operator, tenured or probationary, chooses to change to the vacant route,

then a substitute bus operator shall be selected for the position from a list of approved substitute school bus operators. If no tenured, probationary, or substitute bus operator wants the route, then a new operator shall be hired.

Whenever a school bus operator owning his/her own bus retires, a vacated route shall be offered first to any person meeting the requirements of the School Board who is willing to acquire the bus of the retiring operator at full appraised value. This provision shall be applicable only when the bus owned by the retiring operator has been manufactured within a period of five (5) years immediately prior to the operator's retirement and the operator is retiring due to a documented physical disability.

The Superintendent may select an operator to fill a vacant route using a different process than outlined above, but **only** if the School Board is required to bear an increase in the unreimbursed costs for non-passenger miles over those attributable to the previous operator who vacated the route.

Whenever a vacancy occurs on a route due to death, resignation, retirement, or the expiration of the regular operator's approved leave, or a new route is established, the route shall be filled with a regular school bus operator using the process stated above no later than the following school year unless the route is consolidated or eliminated. A substitute bus operator may only be used as a temporary measure until a permanent operator is appointed to a route.

If an operator is on approved leave, his/her route shall not be considered a vacant route. A substitute shall be used to drive a route for an operator on approved leave regardless of the length of time of the approved leave.

Substitute operators for bus routes shall have and shall meet the same qualifications as regular operators.

Bus Route Vacancies

Once a year all vacant routes shall be posted no later than three (3) days before bus operators' opening meetings for viewing and applying and filled before the opening of school. (Excluding supplemental jobs, i.e. Voc. Ed. Runs, noon runs, Operation Move, etc. that shall be posted once a month in operators' newsletters.) The supplemental vacancies shall be posted for five (5) working days. The supplemental vacancies shall be filled within ten (10) working days of closure of posting. The posting of the filled vacancies will be placed on the bulletin board and in the operators' newsletter.

Revised: October 1997

Revised: August 2003

Revised: August 2005

Revised: July 2007

Revised: October 2012

Revised: January 2018

Revised: January 2019

Ref: La. Rev. Stat. Ann. §§15:587, 15:587.1, 17:15, 17:81, 17:81.9, 17:84.1, 17:493.1, 17:497.3, 17:500; Board minutes, 6-19-84, 5-17-88, 1-17-89, 4-4-89, 5-17-90, 5-21-91, 7-16-91, 7-21-92, 5-18-93, 6-3-03, 7-17-07, 10-16-12, Forethought wd. revisions 1-30-18, Board minutes 2-5-19.