Bartlett City Board of Education		5008
Descriptor Term: **CLASSIFICATIONS AND QUALIFICATIONS**	Descriptor Code: **PERSONNEL**	Issue Date: **3/27/2014**
	Rescinds:	Revised: **4/24/2014;11/19/2014**

Employment Classification

It is the policy of the Bartlett City Board of Education to classify its employees based on the following:

1. Regular Full-Time Employee – An individual who is not in a temporary or introductory status and who works a minimum of thirty (30) scheduled hours per week during a normal forty (40) hour work week.
2. Regular Part-Time Employee – An individual who is not assigned to a temporary or introductory status and who works less than thirty (30) scheduled hours per week during a normal forty (40) hour work week.
3. Temporary Employee – An individual who is hired as an interim replacement to temporarily supplement BCS work forces or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration, and employment beyond any initially stated period does not in any way imply a change.
4. Nonexempt Employee – An employee who is covered by the minimum wage, overtime, and timecard provisions of the Fair Labor Standards Act (Wage-Hour Law).
5. Exempt Employee – An employee who is not covered by the minimum wage and timecard provisions of the Fair Labor Standards Act (Wage-Hour Law) and who is paid on a fixed salary basis.
6. Certified Personnel – Employees whose employment status requires certification in accordance with the rules and regulations of the State Board of Education. It is the responsibility of this employee to secure a license and maintain its validity.
7. Classified Personnel – Employees whose employment status, regardless of the individual's education, training, experience, or licensure, does not require certification in accordance with the rules and regulations of the State Board of Education. Classified personnel are employees at will.

Employment Qualifications

<u>Administrative and Supervisory Positions</u>

To be considered for certificated administrative or supervisory positions, the applicant must show the following qualifications:

1. Professional teaching certification; and
2. Administrative or supervisory certification and experience in accordance with state law and State Board of Education rules and regulations in the appropriate area based on the minimum of a master's degree.

To be considered for classified administrative and supervisory positions, the applicant shall possess sufficient training and experience to perform the services required and such additional qualifications as the Board and the Superintendent shall determine.

Teaching Positions

No individual shall be employed in any teaching position unless and until such individual receives certification in accordance with the rules and regulations of the State Board of Education.