

Intradistrict Communication

DATE: September 6, 2018

TO: High School Principals

FROM: Anthony Godfrey, Associate Superintendent
Jason Skidmore, Director Career & Technical Education
June LeMaster, Administrator of Human Resources
Brent Burge, Human Resource Administrator-Classified

SUBJECT: Hours Increase for Part-Time Classified Child Care Positions

With the increasing challenge to recruit and retain qualified part-time classified assistants, daycare assistants working in an approved high school child care program are now allowed to work up to 25 hours/week, with principal and CTE approval.

Funding

- Only approved child care/local funds may be used to increase hours. This program is self-funded/sustaining.

Restrictions

- Daycare assistants who work 25 hours/week will not be allowed to substitute teach.
- Student daycare assistants may not exceed 17 hours/week.

Implementation

- Submit a change form to HR to increase hours up to 25/week (.625 FTE).

If you have any questions, please contact Human Resources at 801-567-8150.

Cc: Cabinet