

# Intradistrict Communication

DATE: August 16, 2018

TO: All Principals, Directors and Supervisors

FROM: Anthony Godfrey, Associate Superintendent  
June LeMaster, Administrator of Human Resources  
Brent Burge, Human Resource Administrator-Classified

SUBJECT: Hours Increase to Select Part-Time Classified Positions

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With the increasing difficulty in recruiting and retaining qualified part-time classified assistants, assistants working in designated positions are now allowed to work up to 25 hours/week, with principal/director approval. School funds must be used to pay the additional hours worked.

## Positions Eligible for 25 Hours/week

- Classroom Assistants
- Office Assistants

## Funding

- Only approved funding sources may be used to increase hours.
  - Classroom Assistants (i.e. In-Lieu Funds, Trustlands or Title I)
  - Office Assistants (i.e. In-Lieu Funds)

## Restrictions

- All hours worked must be in the same job title. Positions may not be combined (i.e. office/classroom or classroom/Special Education) to avoid pay discrepancies between positions.
- Assistants who work 25 hours/week will not be allowed to substitute teach.

## Examples

- Classroom assistant (17 hours "0050" plus eight hours Trustlands)
- Classroom assistant (15 hours Title I plus 10 hours In-Lieu Funds)
- Office assistant (17 hours "0050" plus eight hours In-Lieu Funds)

## Implementation

- Submit a change form to HR to increase hours up to 25/week (.625 FTE).
  - The change form must indicate which budget(s) will be used and the percentage for each budget.
- All hours worked will be paid according to the budget percentage entered in Skyward, regardless of the percentage of time worked out of each budget during the month.
- Only one position will be used in TrueTime. TrueTime must be used to track all hours worked.

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

Cc: Cabinet