

300 PERSONNEL

Except as expressly reserved in these policies and regulations, the Board of Directors hereby delegates to the Superintendent the responsibility for the selection, election, employment, separation, retirement and/or dismissal of employees, including matters relating to working conditions; provided that the Board of Directors shall retain the authority to give final approval to all written contracts, including supplemental contracts, with employees of the ESD. The Superintendent shall prepare a written set of rules and regulations which shall apply to all personnel and present them to the Board of Directors for periodic review and approval. RCW 28A.310.220

300 PERSONNEL, continued

Definitions:

ADMINISTRATIVE PERSONNEL:	Those employees serving in cabinet level positions.
CERTIFICATED EMPLOYEE:	Those employees serving in positions requiring teaching, educational staff associate (ESA), or administrative certificates.
CLASSIFIED EMPLOYEE:	Those employees in positions not requiring teaching, educational staff associate (ESA), or administrative certificates.
FULL-TIME EMPLOYEE:	Certificated - 180 to 260 days per year Classified - 2080 hours per year working day - eight (8) hours
PART-TIME EMPLOYEE:	Those employees not meeting full-time employee requirement.
PROVISIONAL EMPLOYEE:	A person in a position requiring a certificate who is in his/her first two years of employment by the ESD unless the employee has previously completed at least two years of certificated employment in another school district in the state of Washington, in which case the employee shall be a provisional employee during the first year of employment. Such a person is not subject to the probation provisions of RCW 28A.405.100 or these policies. RCW 28A.405.220
TEMPORARY EMPLOYEE:	Those employees serving in single or multiple periods of employment during the absence of a regular employee or in assignments which are not on-going. Temporary employees are not eligible for employee benefits other than Social Security and industrial insurance and do not accrue seniority.