

CLARK COUNTY SCHOOL DISTRICT REGULATION

4124

AUXILIARY PERSONNEL: SUPPORT STAFF AND SCHOOL POLICE EMPLOYEES

- I. The Superintendent may employ instructional assistants and other auxiliary personnel to assist licensed personnel in the instruction or supervision of students.
- II. Assignment: Support Staff and School Police Employees
 - A. The Clark County School District reserves the right to assign a support staff or school police employee to any position for which the employee is qualified. The assignment of the employee will be processed through Support Staff Personnel, Human Resources Division. Employees may not be assigned to a position where they would be directly supervised by a person related within the third degree of consanguinity or affinity, except when the Human Resources Division certifies that qualified nonrelated employees are not available for assignment.
 - B. Supervisors will identify a vacancy by submitting a Personnel Requisition (SSS -168) via e-mail to Support Staff Personnel, Human Resources Division.
 - C. Regular-status employees are those who are employed to work for four and one-tenth (4.1) or more hours per day or for twenty and five-tenths (20.5) or more hours per week in authorized and entitled assignments which extend beyond the satisfactory completion of the employee's initial probationary period of employment.

Regular-status employees are eligible to receive employee benefits as defined by Nevada State Law, the negotiated agreement between the Clark County School District and the designated bargaining associations, and district policies and regulations.
 - D. Temporary employees are those who are employed to work in authorized and entitled positions, or which are for the purpose of meeting special needs of the district and which are temporary in nature. Temporary assignments for four and one-tenth (4.1) or more hours per day may be made, but the assignment shall not exceed 1040 hours for 10-, 11-, or 12-month temporary employees or 720 hours for 9-month temporary employees. All hours worked by a

temporary employee will be cumulative. All such requests must be processed through the Support Staff Personnel Department consistent with existing regulations.

Temporary employees have no rights or expectations of continued employment at the conclusion/termination of a temporary assignment. Temporary employees are assigned to and will remain at the appropriate range, step A, throughout the temporary assignment.

Temporary employees on assignment for less than 1040 hours for 10-, 11-, or 12-month temporary assignments or 720 hours for 9-month temporary assignments, do not receive any rights or benefits granted to regular-status employees.

- E. Regular-status employees may be needed for temporary summer assignments that fall outside the employee's regular work year. Regular-status employees working in such summer assignments will not be eligible for the following:
 - 1. Public Employees Retirement System service credit.
 - 2. FICA.
 - 3. Deductions for group medical insurance.
 - 4. Sick leave accumulation and utilization.
 - 5. Vacation accumulation and utilization.
 - 6. Use of personal leave.
 - 7. Other benefits that may be provided to regular-status employees.
- F. A regular-status employee may request, during nonassigned times, to substitute or to complete a short-term temporary assignment. These employees will be compensated at the prevailing rate of pay and will not be eligible for benefits while serving in such assignments. Mandatory deductions will apply as required by state or federal laws.
- G. All support staff shall be given direct supervision by an administrator. When the duties are instructional in nature, guidance will be provided by an appropriate licensed employee. Duties that are not primarily instructional may be performed by employees without a licensed

person in attendance. Additional supervision and/or guidance may also be provided by an authorized supervisory support staff employee.

Legal Reference: NRS Chapter 391 Employment of Personnel by
Boards of Trustees
Review Responsibility: Human Resources Division
Adopted: 4420:9/67; 4412:1/68; 4422:6/69;
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