

InterMountain Education Service District

Code: **GAA**
Adopted: 1/19/11

Personnel: Definitions

The Board, upon recommendation of the superintendent, may enter into contracts with other agencies providing services and/or programs. Personnel who are employed by the district as part of a contractual agreement with another agency shall be subject to the same policies and procedures that apply to other ESD employees, except as may be otherwise provided under terms of the contract.

Administrative

The Board shall hire administrative staff to oversee program conduct. These employees shall serve as an advisory council to the superintendent and Board in their areas of expertise.

Licensed Personnel

The Board shall employ, upon recommendation of the superintendent or directors, all licensed employees. They shall employ adequate staff to carry out the needs of the ESD or as requested by component boards and approved by the ESD Board.

Nonlicensed Personnel

The superintendent, acting for the Board, shall hire appropriately qualified nonlicensed personnel as necessary to conduct programs and provide services.

Confidential Employee

An employee designated in accordance with ORS 243.650(6) who is privileged to the confidential trust of the Board and/or superintendent.

Classified Employee

An employee whose position does not require licensure and who works in a technical position.

Part-time Employee

Any employee who works between 20 and 29 hours per week.

Temporary Employee

An employee who works by the hour, works on an irregular basis, or who is hired as a replacement for an employee on leave. Temporary employees will not be eligible for fringe benefits or recall rights.

Trainee

An employee hired under a training program, such as a work-study program. The trainee will be assigned to a supervisor who will administer and supervise the training program. Trainees shall be hired based on competency, needs of the ESD, and suitability to perform the tasks assigned. Compensation for trainees will be established by each agency representing the trainee. Some agencies pay all or part of any salaries or benefits. Trainees will be paid for actual hours worked. Evaluations of trainees will be carried out by agreement reached between the agency representing the employee and the ESD. If hired on a probationary/permanent status, the trainee will be subject to the policies in effect for whatever classification they are placed. The employee will serve the probationary period.

END OF POLICY

Legal Reference(s):

[ORS 334.125](#)