

### PART-TIME CERTIFICATED STAFF

Depending upon the needs of the district, part-time staff may be hired. The superintendent shall be responsible for recommending to the board the number of part-time positions required, if any, and nominees to fill such positions.

Wages and benefits, including but not limited to, sick leave and premiums paid by the district for medical and dental insurance, shall be pro-rated according to the percentage of the regular work week worked by each part-time staff member.

Part-time staff shall receive educational experience credits at the rates established in Chapter 392-121 WAC. If the part-time staff moves to a full-time position, the part-time service will be converted to full-time, full-year experience for salary schedule purposes. When the teaching experience is compiled, the total years of service shall be determined in accordance with state reporting requirements, the S-275 Report. Part-time staff shall be entitled to credit on the salary schedule for any educational increments earned.

Legal References: WAC 392-121-215

Definition — Full-time equivalent (FTE) basic education certificates instructional staff.

392-121-245

Definition — certificated years of experience.

392-121-270

Placement of basic education certificated employees on leap salary allocation documents.

392-121-295

Definition — District staff mix factor for basic education certificated instructional staff.

**Adoption Date: 03/21/12**

**Review/Revision Date: 03/21/12**

**1<sup>st</sup> Reading: 02/22/12**

**2<sup>nd</sup> Reading: 03/21/12**

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**2<sup>nd</sup> Reading:**

**School District Name: Keller School District #3**

**WSSDA Revised: 04.01.98**

**Classification: Optional**