

## **G-44 SUPERVISION OF CLASSIFIED STAFF**

Bus personnel shall be under the direct supervision of the Director of Transportation. Any problems concerning discipline of the students shall be reported to the school building principal.

Cafeteria personnel shall be under the direct supervision of the Director of Food Services.

District maintenance personnel and security personnel shall be under the direct supervision of the assistant superintendent and the high school principal.

All other classified personnel - aides, at-risk facilitators, building treasurers, clerical, custodial, nursing, and secretarial - shall be under the general supervision of the building principal, with their direct supervisor being the principal or his or her designee.

All recommendations for dismissal of the above personnel shall be initiated by his or her direct supervisor. In all cases of dismissal, the principle of "due process" shall apply.

The Board policy for the resignation of classified staff members shall be such that two weeks written notice of intent to resign shall be given to the direct supervisor. This may be waived by the supervisor if circumstances warrant.

If, for any reason, classified staff personnel are unable to report to work according to their regular schedule, they shall notify their immediate supervisor.

SOURCE: Plainfield Community School Corporation  
Plainfield, Indiana

ADOPTED: Prior to 08/10/66

REVISED: 08/01/72, 06/12/79, 06/14/82, 02/15/90, 01/09/97, 06/09/05