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# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

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Board of Education Policy 5-280

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## **PERSONNEL** **NONCERTIFIED PERSONNEL**

There are three categories of noncertified personnel at New Trier Township High School District 203: Physical Plant Services (PPS) employees, New Trier Education Support Professionals Association (NTESPA) employees, and noncertified employees not subject to bargaining agreements.

### **Responsibilities**

PPS employees shall be under the direct supervision of the Manager(s) of Physical Plant Services who shall be responsible to the Assistant Superintendent of Finance and Operations. These individuals shall work cooperatively with other administrators to insure that the District facilities needs are met.

NTESPA employees include noncertified administrative assistants, health personnel, instructional assistants, security, and technology personnel. Supervision of these individuals varies depending on their positions and departments.

Noncertified employees not subject to bargaining agreements shall be supervised by managers or administrators depending on their positions and departments. The Superintendent must recommend and the Board approve changes in compensation for noncertified personnel who are not subject to collective bargaining agreements.

### **Notification of Rules, Compensation, Benefits and Complaint Procedures**

Work rules, regulations, compensation, benefits and complaint procedures shall be written and made readily available to noncertified personnel.

**Adopted: 11/8/93**

**Revised: 4/17/2006**

**Revised: 2/20/2017**