

# Provo City School District

## Policy Series 5000: Personnel



5020 P3

### Hiring Standards and Practices: Employee Classifications

“Employee” means a Contracted Career Employee, Contracted Provisional Employee, Temporary Employee, or Hourly At-Will Employee of Provo City School District but does not include the District Superintendent or the District Business Administrator.

“Contracted Career Employee” means an Employee of the District who has obtained a reasonable expectation of continued employment based upon Utah Code and District practice, policy, or an employment agreement or memorandum of understanding between the District and the Employee or the Employee’s association. Except as may be otherwise provided in an applicable employee agreement or memorandum of understanding, an Employee must work for Provo City School District on a half-time (.5) or greater basis for at least three (3) consecutive years to obtain Career Employee status.

“Contracted Provisional Employee” means an individual, other than a Career Employee, a Temporary Employee, or an At-Will Employee, who is employed by Provo City School District on at least a half-time basis. Provisional Employees do not include Classified/ESP Employees employed at less than twenty (20) hours per week or Certified or Administrative Employees employed at less than 0.5 FTE. Provisional Employees are hired on individual one-year contracts and have no expectation of continued employment beyond the current one-year Contract Term. The contract of a Provisional Employee may be non-renewed with or without cause. If an employee is paid from grants or other funds that are not guaranteed (soft money), they may not achieve career employee status.

“Temporary Employee” means an individual employed on a temporary basis as defined in an employment agreement with the Employee or the Employee’s association, District practice, or policy. Temporary Employees are At-Will Employees and have no expectation of continued employment. They may be terminated at any time with or without cause.

“Hourly At-Will Employee” means an individual employed by the District whose employment may be terminated at any time, with or without cause. Any hourly Classified/Education Support Professional (ESP) Employee, as defined in the Classified/Education Support Professional Employee Agreement, employed less than 30 hours per week in any position is an At-Will Employee in that position. Any Certified or Administrative Employee, as defined in the Certified Employee Agreement or Administrative Agreement, employed at less than 0.5 FTE is an At-Will Employee. At-Will Employees are not eligible for Career Employee status.

All (categories of classified employees) newly hired employees are Temporary Employees for the first 90 working days of their employment and may be terminated at any time.

Legal References:  
Utah Code 53G-11-503

Synopsis:  
Public Education System -- Local  
Administration

Adopted: March 11, 2014

Revised: October 6, 2014

Revised: October 2017

Code updated: July 2018