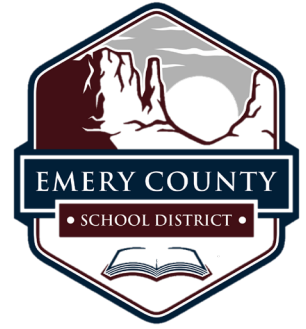


Emery County School District



Policy: GDA—Support Staff Positions & Classification

Date Adopted: 3 August 1988
Current Review / Revision: 6 August 2025

Positions

All regular, full-time support staff positions in the school system will be established initially by the Board.

In the case of administrative or supervisory positions, the Board will approve a statement of job requirements as presented by the Superintendent. This shall be in the form of a job description setting for the broad purpose and function of the position, the qualification of candidates and a list of responsibilities and duties.

The Superintendent will provide for the maintenance of up-to-date job descriptions covering all support staff positions in the school system.

Job descriptions for the various support staff positions are as outlined in the District's job description manual.

[Utah Code § 53G-4-402\(5\), \(17\) \(2025\)](#)

Classifications: Support staff employees shall be classified according to the following:

- 1) *At-Will Employee:* A support staff employee who works for the District 29.5 hours per week or less during their annual employment period. At-will employees have no expectation of continued employment.
- 2) *Temporary Employee:* A support staff employee who works for the District for a time-limited period or as a substitute employee. Temporary employees have no expectation of continued employment.
- 3) *Provisional Employee:* A support staff employee of the School District who has completed less than the years necessary to become a career employee as defined in District policy GDI.
- 4) *Probationary Employee:* A support staff employee, regardless of classification, who, under Board policy, has been advised by the District that his/her performance as an employee is inadequate.
- 5) *Career Employee:* A support staff employee of the School District who has reasonable expectation of continued employment as described in District policy GDI.

The District may extend the provisional status of an employee for up to two additional consecutive years if, in the judgment of the school and District administration, one or more of the following conditions exist:

- 1) An employee, whose contract may otherwise have been non-renewed, could potentially succeed if they were given additional time and assistance.
- 2) An employee had a verifiable health condition that significantly interfered with their ability to be successful and, given additional time, the employee could potentially succeed in their job assignment.
- 3) The employee's immediate supervisor recommends, on the final evaluation document of the employee's last year on provisional status, that the employee be rehired as a provisional employee for the next school year. This recommendation would require approval of the Superintendent.

[Utah Code § 49-12-102\(5\)\(c\) \(2025\)](#)

Previous Revision 11 November 2020