# WEST VIRGINIA LEGISLATURE

## **2019 REGULAR SESSION**

Introduced

# House Bill 2425

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MAYNARD AND FAST

[Introduced January 15, 2019; Referred

to the Committee on Education.]

- A BILL to amend and reenact §18A-4-8 of the Code of West Virginia,1931, as amended, relating
   to defining a work day and a one-half work day for school service personnel and removing
   a provision relating to employment of licensed practical nurses.
  - Be it enacted by the Legislature of West Virginia:

### **ARTICLE 4. SALARIES, WAGES AND OTHER BENEFITS.**

#### §18A-4-8. Employment term and class titles of service personnel; definitions.

(a) The purpose of this section is to establish an employment term and class titles for
 service personnel. The employment term for service personnel may not be less than 10 months.
 A month is defined as 20 employment days. The county board may contract with all or part of
 these service personnel for a longer term.

5 (b) Service personnel employed on a yearly or 12-month basis may be employed by 6 calendar months. Whenever there is a change in job assignment during the school year, the 7 minimum pay scale and any county supplement are applicable.

8 (c) Service personnel employed in the same classification for more than the 200 day 9 minimum employment term are paid for additional employment at a daily rate of not less than the 10 daily rate paid for the 200 day minimum employment term.

(d) A service person may not be required to report for work more than five days per week
without his or her agreement, and no part of any working day may be accumulated by the
employer for future work assignments, unless the employee agrees thereto.

14 (1) The work day for service personnel is defined as eight hours worked with a duty free
15 <u>30 minute lunch.</u>

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### (2) A one-half work day for service personnel is defined as four hours worked.

(e) If a service person whose regular work week is scheduled from Monday through Friday
agrees to perform any work assignments on a Saturday or Sunday, the service person is paid for
at least one-half day of work for each day he or she reports for work. If the service person works
more than three and one-half hours on any Saturday or Sunday, he or she is paid for at least a

21 full day of work for each day.

(f) A custodian, aide, maintenance, office and school lunch service person required to
 work a daily work schedule that is interrupted is paid additional compensation in accordance with
 this subsection.

(1) A maintenance person means a person who holds a classification title other than in a
 custodial, aide, school lunch, office or transportation category as provided in section one, article
 one of this chapter.

(2) A service person's schedule is considered to be interrupted if he or she does not work
a continuous period in one day. Aides are not regarded as working an interrupted schedule when
engaged exclusively in the duties of transporting students;

31 (3) The additional compensation provided in this subsection:

32 (A) Is equal to at least one eighth of a service person's total salary as provided by the state
33 minimum pay scale and any county pay supplement; and

34 (B) Is payable entirely from county board funds.

(g) When there is a change in classification or when a service person meets the requirements of an advanced classification, his or her salary shall be made to comply with the requirements of this article and any county salary schedule in excess of the minimum requirements of this article, based upon the service person's advanced classification and allowable years of employment.

40 (h) A service person's contract, as provided in section five, article two of this chapter, shall
41 state the appropriate monthly salary the employee is to be paid, based on the class title as
42 provided in this article and on any county salary schedule in excess of the minimum requirements
43 of this article.

44 (i) The column heads of the state minimum pay scale and class titles, set forth in section45 eight-a of this article, are defined as follows:

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(1) "Pay grade" means the monthly salary applicable to class titles of service personnel;

47 (2) "Years of employmen" means the number of years which an employee classified as a
48 service person has been employed by a county board in any position prior to or subsequent to
49 the effective date of this section and includes service in the Armed Forces of the United States, if
50 the employee was employed at the time of his or her induction. For the purpose of section eight51 a of this article, years of employment is limited to the number of years shown and allowed under
52 the state minimum pay scale as set forth in section eight-a of this article;

53 (3) "Class title" means the name of the position or job held by a service person;

54 (4) "Accountant I" means a person employed to maintain payroll records and reports and
55 perform one or more operations relating to a phase of the total payroll;

56 (5) "Accountant II" means a person employed to maintain accounting records and to be 57 responsible for the accounting process associated with billing, budgets, purchasing and related 58 operations;

(6) "Accountant III" means a person employed in the county board office to manage and
supervise accounts payable, payroll procedures, or both;

(7) "Accounts payable supervisor" means a person employed in the county board office
who has primary responsibility for the accounts payable function and who either has completed
12 college hours of accounting courses from an accredited institution of higher education or has
at least eight years of experience performing progressively difficult accounting tasks.
Responsibilities of this class title may include supervision of other personnel;

66 (8) "Aide I" means a person selected and trained for a teacher-aide classification such as
67 monitor aide, clerical aide, classroom aide or general aide;

(9) "Aide II" means a service person referred to in the "Aide I" classification who has
completed a training program approved by the state board, or who holds a high school diploma
or has received a general educational development certificate. Only a person classified in an Aide
II class title may be employed as an aide in any special education program;

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(10) "Aide III" means a service person referred to in the "Aide I" classification who holds a

high school diploma or a general educational development certificate; and

(A) Has completed six semester hours of college credit at an institution of highereducation; or

(B) Is employed as an aide in a special education program and has one year's experience
as an aide in special education;

(11) "Aide IV" means a service person referred to in the "Aide I" classification who holds a
high school diploma or a general educational development certificate; and

80 (A) Has completed 18 hours of state board-approved college credit at a regionally
81 accredited institution of higher education, or

(B) Has completed 15 hours of State Board-approved college credit at a regionally
accredited institution of higher education; and has successfully completed an in-service training
program determined by the state board to be the equivalent of three hours of college credit;

85 (12) "Audiovisual technician" means a person employed to perform minor maintenance on
86 audiovisual equipment, films, and supplies and who fills requests for equipment;

87 (13) "Auditor" means a person employed to examine and verify accounts of individual
88 schools and to assist schools and school personnel in maintaining complete and accurate records
89 of their accounts;

90 (14) "Autism mentor" means a person who works with autistic students and who meets 91 standards and experience to be determined by the state board. A person who has held or holds 92 an aide title and becomes employed as an autism mentor shall hold a multiclassification status 93 that includes both aide and autism mentor titles, in accordance with section eight-b of this article;

94 (15) "Braille specialist" means a person employed to provide braille assistance to students.
95 A service person who has held or holds an aide title and becomes employed as a braille specialist
96 shall hold a multiclassification status that includes both aide and braille specialist title, in
97 accordance with section eight-b of this article;

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(16) "Bus operator" means a person employed to operate school buses and other school

99 transportation vehicles as provided by the state board;

(17) "Buyer" means a person employed to review and write specifications, negotiate
 purchase bids and recommend purchase agreements for materials and services that meet
 predetermined specifications at the lowest available costs;

103 (18) "Cabinetmaker" means a person employed to construct cabinets, tables, bookcases104 and other furniture;

(19) "Cafeteria manager" means a person employed to direct the operation of a food
services program in a school, including assigning duties to employees, approving requisitions for
supplies and repairs, keeping inventories, inspecting areas to maintain high standards of
sanitation, preparing financial reports and keeping records pertinent to food services of a school;

109 (20) "Carpenter I" means a person classified as a carpenter's helper;

110 (21) "Carpenter II" means a person classified as a journeyman carpenter;

(22) "Chief mechanic" means a person employed to be responsible for directing activities
which ensure that student transportation or other county board-owned vehicles are properly and
safely maintained;

114 (23) "Clerk I" means a person employed to perform clerical tasks;

(24) "Clerk II" means a person employed to perform general clerical tasks, prepare reports
and tabulations, and operate office machines;

117 (25) "Computer operator" means a qualified person employed to operate computers;

118 (26) "Cook I" means a person employed as a cook's helper;

(27) "Cook II" means a person employed to interpret menus and to prepare and serve
meals in a food service program of a school. This definition includes a service person who has
been employed as a "Cook I" for a period of four years;

(28) "Cook III" means a person employed to prepare and serve meals, make reports,
prepare requisitions for supplies, order equipment and repairs for a food service program of a
school system;

(29) "Crew leader" means a person employed to organize the work for a crew ofmaintenance employees to carry out assigned projects;

127 (30) "Custodian I" means a person employed to keep buildings clean and free of refuse;

128 (31) "Custodian II" means a person employed as a watchman or groundsman;

(32) "Custodian III" means a person employed to keep buildings clean and free of refuse,
to operate the heating or cooling systems and to make minor repairs;

(33) "Custodian IV" means a person employed as a head custodian. In addition to
providing services as defined in "Custodian III" duties may include supervising other custodian
personnel;

134 (34) "Director or coordinator of services" means an employee of a county board who is135 assigned to direct a department or division.

(A) Nothing in this subdivision prohibits a professional person or a professional educatorfrom holding this class title;

(B) Professional personnel holding this class title may not be defined or classified as
service personnel unless the professional person held a service personnel title under this section
prior to holding the class title of "director or coordinator of services;"

(C) The director or coordinator of services is classified either as a professional person or
 a service person for state aid formula funding purposes;

(D) Funding for the position of director or coordinator of services is based upon the
employment status of the director or coordinator either as a professional person or a service
person; and

(E) A person employed under the class title "director or coordinator of services" may not
be exclusively assigned to perform the duties ascribed to any other class title as defined in this
subsection: *Provided*, That nothing in this paragraph prohibits a person in this position from being
multiclassified;

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(35) "Draftsman" means a person employed to plan, design and produce detailed

151 architectural/engineering drawings;

(36) "Early Childhood Classroom Assistant Teacher I" means a person who does not
possess minimum requirements for the permanent authorization requirements, but is enrolled in
and pursuing requirements;

(37) "Early Childhood Classroom Assistant Teacher II" means a person who has
completed the minimum requirements for a state-awarded certificate for early childhood
classroom assistant teachers as determined by the state board;

(38) "Early Childhood Classroom Assistant Teacher III" means a person who has
completed permanent authorization requirements, as well as additional requirements comparable
to current paraprofessional certificate;

161 (39) "Educational Sign Language Interpreter I" means a person employed to provide
162 communication access across all educational environments to students who are deaf or hard of
163 hearing, and who holds the Initial Paraprofessional Certificate – Educational Interpreter pursuant
164 to state board policy;

(40) "Educational Sign Language Interpreter II" means a person employed to provide
 communication access across all educational environments to students who are deaf or hard of
 hearing, and who holds the Permanent Paraprofessional Certificate – Educational Interpreter
 pursuant to state board policy;

(41) "Electrician I" means a person employed as an apprentice electrician helper or one
who holds an electrician helper license issued by the State Fire Marshal;

171 (42) "Electrician II" means a person employed as an electrician journeyman or one who
172 holds a journeyman electrician license issued by the State Fire Marshal;

173 (43) "Electronic technician I" means a person employed at the apprentice level to repair174 and maintain electronic equipment;

175 (44) "Electronic technician II" means a person employed at the journeyman level to repair176 and maintain electronic equipment;

177 (45) "Executive secretary" means a person employed as secretary to the county school
178 superintendent or as a secretary who is assigned to a position characterized by significant
179 administrative duties;

(46) "Food services supervisor" means a qualified person who is not a professional person
or professional educator as defined in section one, article one of this chapter. The food services
supervisor is employed to manage and supervise a county school system's food service program.
The duties include preparing in-service training programs for cooks and food service employees,
instructing personnel in the areas of quantity cooking with economy and efficiency and keeping
aggregate records and reports;

186 (47) "Foreman" means a skilled person employed to supervise personnel who work in the187 areas of repair and maintenance of school property and equipment;

(48) "General maintenance" means a person employed as a helper to skilled maintenance
employees, and to perform minor repairs to equipment and buildings of a county school system;

(49) "Glazier" means a person employed to replace glass or other materials in windowsand doors and to do minor carpentry tasks;

192 (50) "Graphic artist" means a person employed to prepare graphic illustrations;

(51) "Groundsman" means a person employed to perform duties that relate to the
appearance, repair and general care of school grounds in a county school system. Additional
assignments may include the operation of a small heating plant and routine cleaning duties in
buildings;

(52) "Handyman" means a person employed to perform routine manual tasks in anyoperation of the county school system;

(53) "Heating and air conditioning mechanic I" means a person employed at the apprentice
level to install, repair and maintain heating and air conditioning plants and related electrical
equipment;

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(54) "Heating and air conditioning mechanic II" means a person employed at the

journeyman level to install, repair and maintain heating and air conditioning plants and relatedelectrical equipment;

(55) "Heavy equipment operator" means a person employed to operate heavy equipment;
(56) "Inventory supervisor" means a person employed to supervise or maintain operations
in the receipt, storage, inventory and issuance of materials and supplies;

208 (57) "Key punch operator" means a qualified person employed to operate key punch
209 machines or verifying machines;

(58) "Licensed practical nurse" means a nurse, licensed by the West Virginia Board of
Examiners for Licensed Practical Nurses, employed to work in a public school under the
supervision of a school nurse;

213 (59) "Locksmith" means a person employed to repair and maintain locks and safes;

(60) "Lubrication man" means a person employed to lubricate and service gasoline or
 diesel-powered equipment of a county school system;

(61) "Machinist" means a person employed to perform machinist tasks which include the
ability to operate a lathe, planer, shader, threading machine and wheel press. A person holding
this class title also should have the ability to work from blueprints and drawings;

(62) "Mail clerk" means a person employed to receive, sort, dispatch, deliver or otherwise
handle letters, parcels and other mail;

(63) "Maintenance clerk" means a person employed to maintain and control a stocking
facility to keep adequate tools and supplies on hand for daily withdrawal for all school
maintenance crafts;

(64) "Mason" means a person employed to perform tasks connected with brick and blocklaying and carpentry tasks related to these activities;

(65) "Mechanic" means a person employed to perform skilled duties independently in the
 maintenance and repair of automobiles, school buses and other mechanical and mobile
 equipment to use in a county school system;

(66) "Mechanic assistant" means a person employed as a mechanic apprentice andhelper;

(67) "Multiclassification" means a person employed to perform tasks that involve the
combination of two or more class titles in this section. In these instances the minimum salary
scale is the higher pay grade of the class titles involved;

(68) "Office equipment repairman I" means a person employed as an office equipment
 repairman apprentice or helper;

(69) "Office equipment repairman II" means a person responsible for servicing and
 repairing all office machines and equipment. A person holding this class title is responsible for the
 purchase of parts necessary for the proper operation of a program of continuous maintenance
 and repair;

(70) "Painter" means a person employed to perform duties painting, finishing and
decorating wood, metal and concrete surfaces of buildings, other structures, equipment,
machinery and furnishings of a county school system;

(71) "Paraprofessional" means a person certified pursuant to section two-a, article three
of this chapter to perform duties in a support capacity including, but not limited to, facilitating in
the instruction and direct or indirect supervision of students under the direction of a principal, a
teacher or another designated professional educator.

(A) A person employed on the effective date of this section in the position of an aide may
not be subject to a reduction in force or transferred to create a vacancy for the employment of a
paraprofessional;

(B) A person who has held or holds an aide title and becomes employed as a
 paraprofessional shall hold a multiclassification status that includes both aide and
 paraprofessional titles in accordance with section eight-b of this article; and

(C) When a service person who holds an aide title becomes certified as a paraprofessional
 and is required to perform duties that may not be performed by an aide without paraprofessional

255 certification, he or she shall receive the paraprofessional title pay grade;

(72) "Payroll supervisor" means a person employed in the county board office who has primary responsibility for the payroll function and who either has completed 12 college hours of accounting from an accredited institution of higher education or has at least eight years of experience performing progressively difficult accounting tasks. Responsibilities of this class title may include supervision of other personnel;

261 (73) "Plumber I" means a person employed as an apprentice plumber and helper;

262 (74) "Plumber II" means a person employed as a journeyman plumber;

263 (75) "Printing operator" means a person employed to operate duplication equipment, and
264 to cut, collate, staple, bind and shelve materials as required;

265 (76) "Printing supervisor" means a person employed to supervise the operation of a print266 shop;

267 (77) "Programmer" means a person employed to design and prepare programs for268 computer operation;

269 (78) "Roofing/sheet metal mechanic" means a person employed to install, repair, fabricate
270 and maintain roofs, gutters, flashing and duct work for heating and ventilation;

(79) "Sanitation plant operator" means a person employed to operate and maintain a water
or sewage treatment plant to ensure the safety of the plant's effluent for human consumption or
environmental protection;

274 (80) "School bus supervisor" means a qualified person:

(A) Employed to assist in selecting school bus operators and routing and scheduling
 school buses, operate a bus when needed, relay instructions to bus operators, plan emergency
 routing of buses and promote good relationships with parents, students, bus operators and other
 employees; and

(B) Certified to operate a bus or previously certified to operate a bus;

280 (81) "Secretary I" means a person employed to transcribe from notes or mechanical

281 equipment, receive callers, perform clerical tasks, prepare reports and operate office machines;

(82) "Secretary II" means a person employed in any elementary, secondary, kindergarten,
nursery, special education, vocational, or any other school as a secretary. The duties may include
performing general clerical tasks; transcribing from notes; stenotype, mechanical equipment or a
sound-producing machine; preparing reports; receiving callers and referring them to proper
persons; operating office machines; keeping records and handling routine correspondence.
Nothing in this subdivision prevents a service person from holding or being elevated to a higher
classification;

(83) "Secretary III" means a person assigned to the county board office administrators in charge of various instructional, maintenance, transportation, food services, operations and health departments, federal programs or departments with particular responsibilities in purchasing and financial control or any person who has served for eight years in a position which meets the definition of "Secretary II" or "Secretary III";

(84) "Sign Support Specialist" means a person employed to provide sign supported
speech assistance to students who are able to access environments through audition. A person
who has held or holds an aide title and becomes employed as a sign support specialist shall hold
a multiclassification status that includes both aide and sign support specialist titles, in accordance
with section eight-b of this article.

(85) "Supervisor of maintenance" means a skilled person who is not a professional person
or professional educator as defined in section one, article one of this chapter. The responsibilities
include directing the upkeep of buildings and shops, and issuing instructions to subordinates
relating to cleaning, repairs and maintenance of all structures and mechanical and electrical
equipment of a county board;

(86) "Supervisor of transportation" means a qualified person employed to direct school
 transportation activities properly and safely, and to supervise the maintenance and repair of
 vehicles, buses and other mechanical and mobile equipment used by the county school system.

After July 1, 2010, all persons employed for the first time in a position with this classification title or in a multiclassification position that includes this title shall have five years of experience working in the transportation department of a county board. Experience working in the transportation department consists of serving as a bus operator, bus aide, assistant mechanic, mechanic, chief mechanic or in a clerical position within the transportation department;

312 (87) "Switchboard operator-receptionist" means a person employed to refer incoming
313 calls, to assume contact with the public, to direct and to give instructions as necessary, to operate
314 switchboard equipment and to provide clerical assistance;

315 (88) "Truck driver" means a person employed to operate light or heavy duty gasoline and
316 diesel-powered vehicles;

317 (89) "Warehouse clerk" means a person employed to be responsible for receiving, storing,
318 packing and shipping goods;

(90) "Watchman" means a person employed to protect school property against damage
or theft. Additional assignments may include operation of a small heating plant and routine
cleaning duties;

322 (91) "Welder" means a person employed to provide acetylene or electric welding services323 for a school system; and

(92) "WVEIS data entry and administrative clerk" means a person employed to work under
the direction of a school principal to assist the school counselor or counselors in the performance
of administrative duties, to perform data entry tasks on the West Virginia Education Information
System, and to perform other administrative duties assigned by the principal.

(j) Notwithstanding any provision in this code to the contrary, and in addition to the compensation provided for service personnel in section eight-a of this article, each service person is entitled to all service personnel employee rights, privileges and benefits provided under this or any other chapter of this code without regard to the employee's hours of employment or the methods or sources of compensation.

(k) A service person whose years of employment exceeds the number of years shown and
provided for under the state minimum pay scale set forth in section eight-a of this article may not
be paid less than the amount shown for the maximum years of employment shown and provided
for in the classification in which he or she is employed.

(I) Each county board shall review each service person's job classification annually and
shall reclassify all service persons as required by the job classifications. The state superintendent
may withhold state funds appropriated pursuant to this article for salaries for service personnel
who are improperly classified by the county boards. Further, the State Superintendent shall order
a county board to correct immediately any improper classification matter and, with the assistance
of the Attorney General, shall take any legal action necessary against any county board to enforce
the order.

(m) Without his or her written consent, a service person may not be:

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345 (1) Reclassified by class title; or

346 (2) Relegated to any condition of the work day and half work day for school service
347 personnel employment <u>beyond the eight hour work day</u> which would result in a reduction of his or
348 her salary, rate of pay, compensation or benefits earned during the current fiscal year; or for which
349 he or she would qualify by continuing in the same job position and classification held during that
350 fiscal year and subsequent years.

(n) Any county board failing to comply with the provisions of this article may be compelled
to do so by mandamus and is liable to any party prevailing against the board for court costs and
the prevailing party's reasonable attorney fee, as determined and established by the court.

(o) Notwithstanding any provision of this code to the contrary, a service person who holds
a continuing contract in a specific job classification and who is physically unable to perform the
job's duties as confirmed by a physician chosen by the employee, shall be given priority status
over any employee not holding a continuing contract in filling other service personnel job
vacancies if the service person is gualified as provided in section eight-e of this article.

359 (p) Any person employed in an aide position on the effective date of this section may not 360 be transferred or subject to a reduction in force for the purpose of creating a vacancy for the 361 employment of a licensed practical nurse

362 (q) (p) Without the written consent of the service person, a county board may not establish 363 the beginning work station for a bus operator or transportation aide at any site other than a county 364 board-owned facility with available parking. The workday of the bus operator or transportation 365 aide commences at the bus at the designated beginning work station and ends when the 366 employee is able to leave the bus at the designated beginning work station, unless he or she 367 agrees otherwise in writing. The application or acceptance of a posted position may not be 368 construed as the written consent referred to in this subsection.

369 (r) (g) Itinerant status means a service person who does not have a fixed work site and 370 may be involuntarily reassigned to another work site. A service person is considered to hold 371 itinerant status if he or she has bid upon a position posted as itinerant or has agreed to accept 372 this status. A county board may establish positions with itinerant status only within the aide and 373 autism mentor classification categories and only when the job duties involve exceptional students. 374 A service person with itinerant status may be assigned to a different work site upon written notice 375 ten days prior to the reassignment without the consent of the employee and without posting the 376 vacancy. A service person with itinerant status may be involuntarily reassigned no more than 377 twice during the school year. At the conclusion of each school year, the county board shall post 378 and fill, pursuant to section eight-b of this article, all positions that have been filled without posting 379 by a service person with itinerant status. A service person who is assigned to a beginning and 380 ending work site and travels at the expense of the county board to other work sites during the 381 daily schedule, is not considered to hold itinerant status.

(s) (r) Any service person holding a classification title on June 30, 2013, that is removed
 from the classification schedule pursuant to amendment and reenactment of this section in the
 year 2013, has his or her employment contract revised as follows:

(1) Any service person holding the Braille or Sign Language Specialist classification title
has that classification title renamed on his or her employment contract as either Braille Specialist
or Sign Support Specialist. This action does not result in a loss or reduction of salary or
supplement by any employee. Any seniority earned in the Braille or Sign Language Specialist
classification prior to July 1, 2013, continues to be credited as seniority earned in the Braille
Specialist or Sign Support Specialist classification;

(2) Any service person holding the Paraprofessional classification title and holding the Initial Paraprofessional Certificate – Educational Interpreter has the title Educational Sign Language Interpreter I added to his or her employment contract. This action does not result in a loss or reduction of salary or supplement by any employee. Any seniority earned in the Paraprofessional classification prior to July 1, 2013, continues to be credited as seniority earned in the Educational Sign Language Interpreter I classification; and

(3) Any service person holding the Paraprofessional classification title and holding the
Permanent Paraprofessional Certificate – Educational Interpreter has the title Educational Sign
Language Interpreter II added to his or her employment contract. This action does not result in a
loss or reduction of salary or supplement by any employee. Any seniority earned in the
Paraprofessional classification prior to July 1, 2013, continues to be credited as seniority earned
in the Educational Sign Language Interpreter II classification;

(t) (s) Any person employed as an aide in a kindergarten program who is eligible for full
 retirement benefits before the first day of the instructional term in the 2020-2021 school year, may
 not be subject to a reduction in force or transferred to create a vacancy for the employment of a
 less senior Early Childhood Classroom Assistant Teacher;

407 (u) (t) A person who has held or holds an aide title and becomes employed as an Early
 408 Childhood Classroom Assistant Teacher shall hold a multiclassification status that includes aide
 409 and/or paraprofessional titles in accordance with section eight-b of this article.

NOTE: The purpose of this bill is to define work day and half work day for school service personnel.

Strike-throughs indicate language that would be stricken from a heading or the present law and underscoring indicates new language that would be added.