

STAFF WORK LOAD

Souhegan employees are required to fulfill the responsibilities set forth in their contract, in state law, in state school board regulations, in policies established by the board, and in regulations established by the superintendent and principal. A copy of the school board policy manual will be provided in the principal's office and the SAU office. Each employee will be issued a personnel handbook which the principal shall periodically update to keep it current.

The responsibilities and duties of all personnel will be established by the superintendent in conjunction with the principal.

Any such duty and responsibility can be reviewed by the board at the request of the personnel involved and the ruling of the school board will be final.

ADOPTION: May 1991

PROCEDURE FOR DETERMINING FULL TIME EQUIVALENCY (FTE)

A full-time work load for salaried faculty is determined as being between 4.5 and 4.83 classes, including advisory. The following are used to determine FTE:

Advisory	=	.5
One full-year class	=	1.0
One trimester class	=	.33

The FTE for part-time employees is calculated by dividing the total load by 4.83.

Example:	FTE without advisory	FTE with advisory
One full year class	.207	.311
Two full year classes	.414	.518
Three full year classes	.621	.725

FIRST READING: August 2003