

## Support/Classified Staff Policies

Persons employed in positions not requiring teaching, administrative or other professional certification will be known as "classified staff". Reference may also be made to this classification as "support staff" or "non-certified staff".

THIS POLICY MANUAL IS INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF NWBOCES STAFF. NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN EMPLOYER AND EMPLOYEE. ADDITIONALLY, THIS POLICY MANUAL IS NOT TO BE CONSTRUED BY ANY STAFF MEMBER CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. THE BOARD OF TRUSTEES OF NWBOCES RETAINS THE SOLE AND EXCLUSIVE RIGHT TO ADD, DELETE OR AMEND THE POLICIES AND PROCEDURES CONTAINED IN THIS POLICY MANUAL AT SUCH TIMES AS THEY DEEM IT NECESSARY AND IN THE MANNER THEY DEEM BEST FOR NWBOCES. NWBOCES RETAINS THE ABSOLUTE RIGHT TO TERMINATE ANY CLASSIFIED EMPLOYEE, AT ANY TIME, WITH OR WITHOUT GOOD CAUSE. THE BOARD OF TRUSTEES AND ITS ADMINISTRATION RETAIN THE RIGHT TO CHANGE THE CONTENTS OF THIS POLICY MANUAL AS THEY DEEM NECESSARY, WITH OR WITHOUT NOTICE.

Policy Manuals are available at the NWBOCES administrative office and on the website [www.nwboces.com](http://www.nwboces.com).