

POLICY

WORKING PERIODS

The periods of work required of the operational support staff shall be clearly specified to insure the smooth and regular operation of the school district.

Where not otherwise specified in the terms of a collectively negotiated agreement, the Board reserves the right to specify the working hours for operational support staff.

The Superintendent shall apply uniformly throughout this schools of this district, except as otherwise specified in this policy, the following working periods for operational support staff:

A. Secretarial-Clerical Central Office

Full time employment is eight hours per day, five days per week, including one hour for lunch. Central office staff shall not ordinarily report to work when schools are closed for bad weather. During vacation days for students and teaching staff, the central office staff shall be sure at least minimum office functions are performed. From July 1 to August 31, full time employment is seven hours per day, five days per week, including one hour for lunch.

B. Custodial-Maintenance Personnel

Full time employment is eight hours per day, five days per week, including one-half hour for lunch. The day shift shall work from 7:00 a.m. to 3:00 p.m. and the night shift from 3:00 p.m. to 11:00 p.m. Custodial-maintenance staff shall ordinarily report for work when schools are closed for bad weather. Starting times shall be specified by the Superintendent.

C. Bus Mechanic and Assistant Bus Mechanic

Full time employment is eight hours per day, five days per week, including one-half hour for lunch. The shift is from 7:00a.m. to 3:00 p.m. The bus mechanic and assistant bus mechanic shall ordinarily report for work when schools are closed for bad weather. Starting times shall be specified by the Superintendent.

D. Other Personnel

1. Full time cafeteria employment is six and one-half hours per day, five days per week when school is in session, with one-half hour for lunch.

2. Full time teacher aides' employment is the same hours and days as teachers.

3. Part time cafeteria workers may be employed either two and one-half hours or four hours per day.

WORKING PERIODS (Continued)

Date: Revised: 1/14/86, 11/28/89

Date: Adopted: 4/30/97

Second Reading and Final Adoption – May 24, 2005

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