

PERSONNELEDUCATIONAL SUPPORT PERSONNEL - TIME SCHEDULES/EMPLOYMENT YEARTwelve-Month Employees

Twelve-month employees work daily (Monday through Friday) except holidays and earned vacation time.

Custodians and maintenance personnel work a forty (40) hour week, with the individual time schedule developed by the supervisor, and subject to individual building needs. Custodians assume the additional responsibility for building checks as outlined in their job responsibilities.

Administrative office personnel work a thirty-seven and one-half (37 ½) hour week with the individual time schedule developed by the supervisor, and subject to the needs of the District.

Ten-Month Employees

Ten-month employees begin ten (10) working days prior to the beginning of the school calendar year, work the school calendar year, and ten (10) working days after the close of the school year.

School secretaries work a thirty-seven and one-half (37½) hour week, with the individual time schedule developed by the building principal. During the school calendar year, there may occur certain modifications of the school secretaries' work schedule, subject to building needs as determined by the principal.

Hourly Employees

Hourly employees work as needed and approved by immediate supervisor.

Administrative Staff

The work day and work year for administrative and supervisory staff shall be similar to other personnel except that it is understood that administrative and supervisory personnel are employed for specific tasks and such personnel are expected to work beyond the regular work day in order to accomplish such tasks when necessary. Such employment shall be considered part of the contract and no additional remuneration shall be provided.

CROSS REF.: 540.10

Adopted: March 10, 1983
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