

4250 HOURS AND DAYS OF WORK

1. The Superintendent shall determine hours for the support staff after consultation with Principals and supervisory staff. The Superintendent may implement changes in hours except that increases or decreases in total compensated hours may be submitted to the Board for approval.
2. Full-time office staff personnel are to be granted forty-five minutes for lunch on days school is in session. On days the cafeteria is not open, a one-hour lunch shall be granted. Additionally, a one-hour lunch shall be granted to employees working in buildings that do not have a cafeteria. The lunch shall be part of the eight-hour workday. Lunch periods may be taken on or off school premises at the discretion of the employee.
3. Full-time custodial staff may be granted thirty – sixty minutes for lunch at the discretion of the School Business Administrator/Board Secretary and coordinated with the building supervisors. Lunch shall be in addition to the eight-hour workday for custodians.
4. Cafeteria staff shall be granted a fifteen-minute break for lunch at the discretion of the manager. Lunch shall be in addition to the prescribed work time, but shall be at no cost to the employee.
5. Office staff requesting to take half of a vacation, personal, and/or sick day shall work a minimum of four hours on that day. Maintenance and cafeteria staff members shall work half of their assigned shift.
6. When a summer flex option is made available, support staff members eligible for this program are subject to the provisions determined by the superintendent when the employee chooses to work a flex schedule.

Adopted: 9 April 2009

1st Reading: 20 AUG 2015
2nd Reading: 10 SEPT 2015

