

SUPPORT STAFF MEMBERS
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Hours and Days of Work

4250 HOURS AND DAYS OF WORK

The periods of work required of the noninstructional 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 noninstructional employees.

The School Business Administrator shall apply uniformly throughout the schools of this district, except as otherwise specified in this policy, the following working periods for employees:

1. Full time day employment is eight hours per day, five days per week with one hour for lunch. Custodial-maintenance staff shall report for work when schools are closed for bad weather.
2. Full time night employment is eight hours per day, five days per week including one-half hour for supper. Custodial employees on the night shift are required to remain in school during supper break when schools are occupied.

Adopted: 3 May 2004

