

1 532 . WORKING PERIODS

2 **1. Purpose**

3 The periods of work required of the classified staff shall be clearly specified in accordance with the
4 following guidelines.

6 **2. Authority**

7 The Board has the authority and responsibility for determining hours of school district operation and hours
8 of work for employees.

10 **3. Delegation of Responsibility**

11 The Superintendent shall develop procedures which shall apply uniformly throughout the schools of this
12 district, except as otherwise provided, the following schedules for classified employees.

14 **A. Secretarial-Clerical Office Staff**

15 Full-time employment is 8 hours per day, five days per week with 1/2 hour for lunch.

17 For twelve (12) month secretaries working during the summer months, full time employment
18 is seven (7) hours per day.

20 Additional requirements regarding the work day, work year shall be in accordance with the
21 contract.

23 **B. Custodial-Maintenance Personnel**

24 Full-time employment is 8 hours per day, five days per week with 1/2 hour for lunch.

26 Custodial-maintenance staff shall ordinarily report for work when schools are closed for bad
27 weather.

29 Starting and quitting times shall be specified by the administration.

31 **C. Cafeteria Personnel**

32 Cafeteria employees who work over four (4) hours but under eight (8) hours, shall have a 30
33 minute break during their scheduled work period. Starting and quitting time shall be specified
34 by the administration.

35 *School Code: §1504*