

Support Staff Schedules and Calendars

Workday

The workday for full-time classified employees shall be eight hours, except as stipulated in the "Memorandum of Understanding."

The workday of each employee may vary from time to time, depending upon the needs of the district.

Classified employees shall receive a "Memorandum of Understanding" annually, indicating their workday.

The time for beginning and ending each workday shall be determined by the classified employee's immediate supervisor.

Work week

The work week for full-time classified employees shall normally be 40 hours, except as stipulated on the employee's "Memorandum of Understanding."

Weekly work hours may be adjusted by the superintendent to meet reasonable time demands during the school term, on holidays and during summer months.

The work week is considered to be a seven-day period, commencing on Sunday at 12:00 a.m. and ending the following Saturday at midnight.

Lunch break

Any employee working more than 5 1/2 hours per day must be granted and must take a 30-minute designated lunch break. The time designated as the lunch break shall be considered as part of the employee's workday.

Rest breaks

Rest breaks for classified employees shall be determined by the length of the workday and assigned reporting time. Rest breaks shall not exceed 15 minutes in duration.

1. An employee working an eight-hour day shall be entitled to two rest breaks; one during the first half and the second during the remainder of the shift.
2. An employee working less than an eight-hour day but at least four hours shall be entitled to one rest break.
3. An employee working less than a four-hour day shall not be entitled to a rest break.
4. Rest breaks are not to be taken at the beginning or end of a shift.

Employees shall schedule all rest breaks subject to the approval of their appropriate supervisors.

Adopted by the Board: March 1995
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