

SUPPORT STAFF SCHEDULES & CALENDARS

Hours of Work

The hours of work assigned a support staff employee are at the discretion of his/her immediate supervisor with the authorization of the Superintendent. Overtime is paid for hours worked beyond 40 hours per calendar week, and only with the supervisor's prior authorization.

All support staff employees are to work within the total annual hour units established in their letter of intent, which is issued in May of each year, unless a change is authorized by the Superintendent.

Full-time Employee Definition

**Custodial:** A twelve-month custodial employee with a minimum of six (6) assigned hours of work per regular workday.

**Clerical:** A secretary employed a minimum of 1950 hours for a twelve-month period. Secretaries assigned more than 1246 hours but less than 1950 hours will be considered full-time for all benefits except vacation, and shall receive prorated sick and emergency leave.

**Cooks:** A cook employed a minimum of five (7) hours per school day (1246 hours) for the 178 day school calendar, with the exception of cooks hired prior to July 1, 2012 per the Employee Handbook.

**Aides:** An aide employed for seven (7) hours per school day (178) or 1246 hours.

Adopted: \_\_\_\_\_

Last Revision: February 8, 2017

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