

SECTION: CLASSIFIED EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: July 26, 2005

REVISED:

LINE MOUNTAIN SCHOOL DISTRICT

	<p style="text-align: center;">532. WORKING PERIODS</p> <p>1. Purpose The periods of work required of the classified staff shall be clearly specified to ensure regular and consistent operation of the district.</p> <p>2. Authority SC 510, 1504 Pol. 804 The Board has the authority and responsibility for determining the hours of school district operation and hours of work for employees.</p> <p>3. Delegation of Responsibility The Superintendent or designee shall develop administrative procedures to ensure adherence to work schedules by classified employees, which shall apply uniformly throughout the schools.</p> <p>4. Guidelines <u>Full-Time Employees</u> <i>Office Staff</i> Full-time employment will total at least 1950 hours per year during the school term for a period of fifty-two (52) weeks, at least seven and one-half (7 ½) hours per day, five (5) days per week, including one-half (1/2) hour compensated lunch time. <i>Plant Staff</i> Full-time employment will total 2080 hours per year, eight (8) hours per day, five (5) days per week, including one-half (1/2) hour compensated lunch time. All full-time classified staff shall make every effort to report for work when schools are closed for bad weather. Starting and quitting times shall be specified by the designated administrator. During scheduled days off for students and professional staff during the school year, classified staff shall report to work unless the day is a regularly scheduled holiday for all employees.</p>
--	---

<p>School Code 510</p> <p>Board Policy 804</p>	<p>Work time missed due to inclement weather or other emergencies may be rescheduled during the pay period if authorized by the designated administrator.</p> <p><u>Part-Time 260 Day Employees And Part-Time School Year Employees</u></p> <p>Aides, cafeteria workers, etc., shall be assigned starting and quitting times by the designated administrator.</p> <p>When schools are delayed due to inclement weather or other emergencies, part-time custodians will report for work as usual unless otherwise directed. Aides, cafeteria personnel and crossing guards should report for work as directed by the designated administrator.</p> <p>When schools are closed due to inclement weather or other emergencies, part-time custodians will report for work as usual unless otherwise directed. Aides, cafeteria personnel and crossing guards should not report to work.</p> <p>When schools are operated on an abbreviated schedule, i.e. half-day inservice or Act 80 days, part-time aides will normally work the hours of the abbreviated schedule unless requested to stay for the inservice program. Cafeteria staff shall be assigned starting and quitting times thru the Food Service Director if needed to work on these days.</p> <p>Work time missed by part-time staff due to inclement weather or other emergencies may be rescheduled during the pay period if authorized by the responsible administrator.</p>
--	---