

WORKING PERIODS

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 of Education reserves the right to specify the working hours for noninstructional employees.

The Superintendent shall apply uniformly throughout the schools of this district, except as otherwise specified in this policy, the following working periods for noninstructional employees.

Full time secretarial-clerical employment is seven hours per day, five days per week with one hour for lunch. During vacation days for students and teaching staff, the central office staff shall be sure at least minimum office functions are performed.

Adopted: December 10, 1984

Renumbered: 07/12/04 (4250)

Revised: July 9, 2007