

# COUNCIL ROCK SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: November 5, 1998

REVISED:

532. WORKING PERIODS	
1. Purpose	The periods of work required of the support staff shall be clearly specified in accordance with the following guidelines.
2. Authority	The Board has the authority and responsibility for determining hours of school district operation and hours of work for employees.
3. Delegation of Responsibility	The Superintendent shall develop procedures for work schedules which shall apply uniformly throughout the schools of this district.
4. Guidelines	<p>Employees in the following positions are scheduled to work one hundred eighty (180) days each school year:</p> <p>Full-time aides, clerks, teacher assistants, cafeteria personnel, designated secretaries, and other school supportive personnel. Part-time employees in other position classifications may be assigned to work between 175 and 180 days.</p> <p>If it is necessary for an employee to work in excess of one hundred eighty (180) days, as determined by the Superintendent or his/her designee, the employee shall complete a time sheet, have it signed by the supervisor and forward it to the Superintendent or his/her designee for payment during the next regularly scheduled payroll.</p> <p>Employees in the following position classifications are scheduled to work a twelve-month schedule, less time off for vacations and paid holidays:</p> <p>Full-time secretaries, custodians, and maintenance staff.</p> <p>Modifications to this policy may be made by the Superintendent or his/her designee, with the approval of the Board.</p>