

Work Day, Classified Employees

4210

The normal work week for all full-time custodial and secretarial employees shall be 40 hours per week. Adjustments may be made at the discretion of the superintendent of schools. The need for adjustments may include but not be limited to such extenuating factors as amount of work to be completed, additional school activities, or weather conditions. The work week for other full time classified employees will be determined by the superintendent of schools with the approval of the board of education. The beginning and ending time each day will be arranged by the immediate supervisor with the approval of the superintendent of schools. Overtime must receive prior approval of the superintendent of schools or his or her designee. Overtime, in excess of 40 hours per week, will be paid at time and a half of the regularly scheduled rate or may result in compensatory time off in lieu of being provided a monetary reimbursement. The decision concerning a monetary reimbursement or compensatory time off will be made by the superintendent of schools prior to the time the overtime activity is approved.

Classified employees will turn in time cards or work sheets as designated by the superintendent of schools. The employees shall be responsible for the accuracy of information on the time card/sheets and the immediate supervisors shall be responsible for verifying these cards/sheets by signature and for submitting these time cards/sheets to the office of the superintendent of schools at a time designated by the superintendent of schools.

Refer to Policy 6005, School Calendar and Work Day.