

**ASSIGNMENTS AND SCHEDULES: Workday Hours**

**DK-R4**

**Required Hours in a Workday**

Full Time Teachers:

8 hours per day not including lunch

30 minute duty-free lunch time set by supervisor, however, teachers may be assigned a duty during lunch a maximum of one day per week if required due to extreme staff absences.

Begin time set by supervisor

All Other Full Time Employees:

8 hours per day not including lunch

Duty-free lunch time set by supervisor

Begin time set by supervisor

Exception - Permanent substitutes are required to work 7.5 hours per day.

Part time employees may be hired on a schedule that requires fewer hours per day and those hours shall be set by Assistant Superintendent for Personnel.

Food Service workers' hours are shall be set by the Director of Food Service to facilitate the most efficient program.

**Modified Summer Schedule**

Beginning the first Monday after the last day of school and ending the last Friday before the week in which new teachers report for duty, qualified employees shall follow an abbreviated weekly work schedule. Qualified employees are those whose regular work schedule requires them to be on duty through Friday of the first week of the modified summer schedule period, or, for at least one day during the final week of the modified summer schedule period.

Qualified full time custodial, maintenance, transportation, and summer workers shall work 10 hours per day Monday through Thursday and shall not be required to work Friday. All other employees, including the Director and Secretaries in the Operations Department shall work 8.75 hours per day Monday through Thursday and shall not be required to work Friday. Daily schedules shall be set by the supervisor but must include the number of hours each day described above.

Exempt employees shall not be required to use any leave to make up time not worked as a result of this modified schedule. Non-exempt employees shall be required to use leave to make up the difference between their regular schedule for the week and the number of hours actually worked.

Holidays which occur on Friday during this period shall be observed on Thursday. Holidays which occur on Monday shall be observed on Monday.

**Administrators Required on Campus**

Campus principals shall ensure that at least one campus administrator is on the campus at 7:30 am and at 4:30 pm when school is in session.

**Early Dismissal and Staff Development Days**

Staff Development Days before School Starts:

Personnel not involved in staff development shall work regular work hours. Those involved in staff development shall work a shortened daily schedule determined each year as appropriate for the training activities. All personnel on these days will receive 1½ hours for lunch unless otherwise notified.

Early Student Dismissal on an Equivalent Time Day:

All staff will be dismissed 45 minutes after student dismissal. For example, student dismissal is at 12:15pm and staff dismissal will be at 1:00pm.

Early Student Dismissal on a Staff Development Day:

All staff will work regular work hours with lunch from 12:15pm – 1:00pm and staff development from 1:15pm – 4:15pm.