

SUPPORT STAFF TIME SCHEDULES

1.0 All service personnel will be required to comply with shift assignment reflected in the applicable posting for their specific position. All shifts for service employees shall comply with applicable law.

2.0 All full-time, regular service employees shall work eight total hours per day, inclusive of the normal lunch period applicable to all employees at their specific work location.

3.0 Overtime will be paid in compliance with the Fair Labor Standards Act, in that non-exempt employees, as defined therein, shall be paid overtime wages for any hours in excess of forty hours in a workweek. All overtime must be approved in advance by the immediate supervisor and Superintendent or his/her designee.

4.0 Half-time employees shall work three hours and twenty-five minutes per day.

5.0 The official workweek shall begin at 12:01 a.m. on Saturday and conclude at 12:00 midnight the following Friday.

6.0 All service employees are required to file daily, weekly, and monthly time sheets, which shall be submitted to the payroll office.

Amended by Board Action: June 4, 2013