



**Center Area  
School District**

SECTION: CLASSIFIED EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: MARCH 16, 2006

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">532. WORKING PERIODS</p> <p>The periods of work required of the classified staff shall be clearly specified in accordance with the following guidelines.</p> <p>The Board has the authority and responsibility for determining hours of school district operation and hours of work for employees.</p> <p>The Superintendent shall develop procedures which shall apply uniformly throughout the schools of this district, except as otherwise provided, the following schedules shall apply for classified employees:</p> <p><u>Secretarial Employees</u></p> <p>The regular hours of work each day for secretarial employees shall be consecutive, except for an unpaid lunch period and except where otherwise mutually agreed upon between the District and the employee.</p> <p>The normal workweek shall consist of five (5) consecutive workdays of seven and one-half (7 1/2) hours exclusive of an unpaid lunch, scheduled Monday through Friday, during the student school year. Non-student days shall be six and one-half (6 1/2) hours exclusive of an unpaid lunch. The normal workday shall be daylight.</p> <p>All secretarial employees will be granted a minimum of a ten (10) minute rest period per shift.</p> <p><u>Custodial Employees</u></p> <p>The normal hours of work shall not be construed as a guaranteed hours of work per day or per week.</p> <p><u>Regular Hours</u></p> <ol style="list-style-type: none"> <li>1. Eight (8) consecutive hours exclusive of lunch period shall constitute a day's work for all full-time employees.</li> <li>2. Eight (8) consecutive hours (omitting a lunch period) shall constitute a</li> </ol>
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	<p>day's work for fulltime daylight employees when school is in session.</p> <p><u>Work Week</u></p> <p>Forty (40) hours shall constitute a normal week's work for all full-time employees. This will not apply to part-time custodians.</p> <p><u>Rest Periods</u></p> <p>All employees' work schedules shall provide for a ten (10) minute rest period per work shift. The rest period is intended to be a recess to be preceded and followed by a work period. Consequently, it may not be used to allow later arrival or early departure or to extend the lunch period.</p>
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