

WORKLOAD  
WORK HOURS FOR EMPLOYEES:

DL (R)

TEACHER WORK DAY

Campus based teachers will be on campus a minimum of eight (8) hours each day, including a required 45 minute planning period and a 30 minute duty free lunch.

DISTRICT STAFF WORK DAY

All other district staff will be required to work a minimum of 37.5 hours a week up to a maximum of 40 hours per week. An additional lunch period of 30 minutes or 1 hour will be provided and scheduled at the discretion of the supervisor. The lunch period is not part of the work day. The hours worked weekly will be determined by the supervisor and the demands of the work week. When holidays create a partial week, each day should indicate a minimum of 7.5 hours worked, not including any provided lunch period.

COMPENSATION

All personnel compensation will be calculated and paid in 12 equal installments with the exception of extra duty stipends that are paid at the completion of the work. Hours over 40 will be compensated as over time and paid as compensatory time.

OFFICE HOURS

During the school year, district offices will be open from 7:30 a.m. to 4:00 p.m.

SUMMER SCHEDULE

Summer hours of operation will be from 7:00 a.m. to 4:30 p.m. Monday through Thursday, from the close of school until the first day of district in-service. The district will be closed the entire week that includes July 4<sup>th</sup>. If July 4<sup>th</sup> falls on a weekend, the district will be closed the following week. These hours must be followed due to the district's required energy conservation plan.

DUTIES/RESPONSIBILITIES

Each supervisor must insure that offices and telephones are covered during the entire required hours of operation. Arrival, dismissal, and lunchtime should be scheduled so that reception and telephone coverage is always

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available. On occasions when the entire office is out, telephones should be forwarded to an available open office or the voice message should provide information regarding next available office hours. Door signage should indicate when the office will reopen.

The hours assigned for the daily work period will be at the discretion of the supervisor.

All non-exempt employees must document the required work hours on the appropriate district form to be provided to payroll.

All employees must sign in and out for actual work time.

Falsification of time sheets may be grounds for termination.