

**ADMINISTRATIVE PROCEDURE**

**EDUCATIONAL SUPPORT PERSONNEL**

**Schedules and Employment Year**

**Twelve-Month Employees**

Twelve-month employees work daily (Monday through Friday) except holidays and earned vacation or compensatory time.

Custodians and maintenance personnel work a 40-hour week, with the individual time schedule developed by the supervisor and subject to individual building needs. Custodians assume the additional responsibility for building checks as outlined in their job description.

An hourly bonus shall be added to the basic hourly rate for custodians who work second or third shifts.

Administrative office personnel work a 37½ hour week with the individual time schedule developed by the supervisor and subject to the district's needs.

**Full-Time, Ten-Month Employees**

Ten-month employees work a total of 20 working days divided before and after the school year calendar. On days when school sessions are canceled due to emergency situations and certificated personnel are not required to report for work, ten-month employees will not be required to work.

School secretaries work a 37½ hour week, with the individual time schedule developed by the Building Principal. During the school calendar year, there may be certain modifications to the school secretaries' work schedule, subject to building needs as determined by the building principal.

**School Year Employees**

School year employees work the school calendar year unless otherwise specified. Classroom aides work a schedule subject to building needs as determined by the building Principal.

Hourly Employees

Hourly employees will work as needed and as approved by the immediate supervisor.

Supervisory Staff

The work day and work year for supervisory staff shall be similar to other personnel except that they are expected to work beyond the regular work day in order to accomplish such tasks when necessary.

Breaks

Although federal and state law does not require a break during the work day, breaks may be allowed by the supervisor if the employee works four hours or more a day and if it is conducive to the educational setting. During emergency situations, supervisors may request an employee to work during normally scheduled breaks without extra compensation or compensatory time. Any scheduled breaks must be approved by the supervisor and cannot be changed without the supervisor's approval.

Meal Break

Employees who work at least 7.5 continuous hours shall receive a 30-minute duty-free meal break which begins within the first five (5) hours of the employee's work day.

Custodians shall not be requested to provide services during their established lunch period unless an emergency requires their attention. In that event, the custodian will be paid for the extra time worked or will reschedule the remainder of the meal break later in the shift.

Breaks for Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act. P.A. 92-0068. An employee who is a nursing mother may take reasonable unpaid breaks each day to express breast milk. The employee's supervisor shall help the employee arrange a break schedule accommodating the nursing mother while minimizing disruption. The break time must, if possible, run concurrently with any break time already provided to the employee. The supervisor shall make reasonable efforts to provide a location, in close proximity to the work area, other than a toilet stall, where an employee can express her milk in private.

Workshop Days:

A training workshop for educational support personnel may be conducted, in conjunction with a teachers' institute day, requiring employees to work on a day when they would have otherwise not worked.

Promotion or Transfer

Promotion or transfer from one position to another shall be based on performance, ability, experience and consideration for the best interest of the district. An employee wishing to be promoted or transferred must apply for the open position according to district guidelines.

Assignment/Transfer

Staff members are employed at the will of and benefit for the school district. Decisions regarding the assignment or transfer to specific buildings, work shifts, and responsibilities shall be the responsibility of the Superintendent or his/her designee and made in the best interest of the district.

ADOPTED: October 6, 1992

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