

Work Day

Certified Staff

See Negotiated Agreement for details on certified staff work day.

Classified Staff

The length of a classified work day is governed by the budgeted number of hours per week for which the employee is assigned. The work day may consist of one to five days of work per week. The work schedule for each position shall be determined by the building/program administrator.

Breaks

All classified employees who work six (6) hours or more per day are expected to take a half-hour duty-free unpaid lunch.

Classified employees are entitled to one (1) ten (10) minute duty-free break for each consecutive four (4) hours worked per day.

Previous Policy: 405.1 & 603.6

Cross Reference: 2200 School Year Calendar and Day
Negotiated Agreement

Policy History:

Adopted on: June 7, 2011

Revised on: December 13, 2011
September 27, 2016
June 27, 2017