

I. PROFESSIONAL PERSONNEL WORKDAY

The standard workday for professional personnel, exclusive of administrators, is seven and one-quarter hours in length. It may be extended as necessary to accommodate school-sponsored programs, activities, and athletic events. All such programs, activities, and athletic events shall be scheduled in such manner as to be consistent with established district goals and objectives.

Professional employees, exclusive of administrators, are entitled to a duty-free lunch period of not less than thirty (30) minutes. However, they may voluntarily relinquish the duty-free lunch period, in which case they shall be compensated for any assigned duties performed during that period of time.

Building administrators will, as a rule, be on duty a minimum of eight hours daily, inclusive of the lunch period, at which time administrators are subject to duty assignments. Beginning and ending times shall be determined by individual building schedules and responsibilities.

District office administrators will, as a rule, be on duty a minimum of eight hours daily, exclusive of the lunch period. Beginning and ending times shall be determined based on workload and responsibilities.

Administrators at all levels are responsible for educational, professional, activity, and/or athletic events scheduled at their respective work sites, irrespective of the time such events are scheduled.

II. CLASSIFIED PERSONNEL WORKDAY

- A. Instructional Assistants and Library Assistants are generally on duty seven and one-half (7.5) hours daily, exclusive of any employee lunch breaks provided. They are subject to duty assignments during student lunch periods. Starting and ending times may vary depending on work site and individual job responsibilities.
- B. Building-Level Secretarial/Clerical/Bookkeeping Personnel are generally on duty seven and three-quarter (7.75) hours daily, exclusive of the employee lunch breaks provided. They are subject to duty assignments during student lunch periods. Starting and ending times may vary depending on work site and individual job responsibilities.
- C. District Administrative Office Secretarial/Receptionist/Clerical/Bookkeeping Personnel are generally on duty seven and one-half (7.5) hours daily, exclusive of the employee lunch breaks provided. Starting and ending times may vary depending on individual job responsibilities.

- D. Custodial, Maintenance, and Warehouse/Delivery Personnel are generally on duty eight (8) hours daily, Monday through Friday, exclusive of the employee lunch breaks provided. Starting and ending times may vary depending on work site and individual job responsibilities.
- E. The length of the workday for Cafeteria Personnel is based on position and job responsibilities, with starting and ending times being determined by the cafeteria manager. The usual workweek is Monday through Friday. Exclusive of any employee lunch breaks provided, daily hours generally consist of the following:
1. Assistant Manager: six and one-half (6.5)
 2. Head Cook: six and one-half (6.5)
 3. Cooks: six and one-half (6.5)
 4. Servers: three (3)
- F. Other Salaried Classified Personnel are generally on duty a minimum of eight hours daily, exclusive of the lunch period. Beginning and ending times shall be determined based on workload and responsibilities.

III. PROFESSIONAL PERSONNEL WORKYEAR

The regular work year for professional employees is (1) one hundred eighty-five days annually for those who taught in the district the previous year and (2) one hundred eighty-seven days annually for those new to the district.

The work year for administrators is (1) at the discretion of the Board of Education for the superintendent and (2) at the discretion of the superintendent for other administrators.

The superintendent may exercise his/her discretion to offer contracts of shorter or longer duration whenever necessary to meet local, state, or federal goals, needs, guidelines, or requirements.

IV. CLASSIFIED PERSONNEL WORK YEAR

- A. Instructional Assistants and Library Assistants are generally on duty one hundred eighty-three (183) days annually.
- B. District Administrative Office Secretarial, Clerical, Receptionist, Bookkeeping, and Warehouse/Delivery Personnel are generally on duty two hundred-forty (245) days annually, including a paid vacation as accrued.
- C. High School and Mid School Secretaries are generally on duty two hundred-fifteen (215) days annually.
- D. Elementary School Secretaries are generally on duty two hundred-ten (210) days annually.

- E. Custodial and Maintenance Personnel are generally on duty two hundred sixty (260) days annually, with nine (9) designated holidays per year and a paid vacation as accrued. A tenth holiday is designated for fiscal years that include 261 workdays.
- F. Cafeteria Personnel are generally on duty one hundred eighty-three (183) days annually, except employees serving exclusively as Food Service Cashiers, who are on duty one hundred eighty one (181) days.
- G. The Salaried Classified Personnel work year is at the discretion of the superintendent.

The superintendent may exercise his/her discretion to offer contracts of shorter or longer duration whenever necessary to meet local, state, or federal goals, needs, guidelines, or requirements.