

**CLASSIFIED PERSONNEL
TIME SCHEDULES**

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For purposes of the FLSA:

The workweek for nonexempt staff is defined as beginning at 12:00 a.m. Monday until 11:59 p.m. Sunday.

Custodial Personnel:

The work schedule shall consist of a 40-hour week and may be scheduled as desired by the principals.

Teacher Assistants:*

The workweek will be the same as that which is set for teachers in Board Policy.

School Office Support Personnel:

The workweek shall consist of five eight-hour days including a one-half hour lunch period. When school is not in session the lunch period may be scheduled as desired by the principals so long as the work period, excluding lunch, consists of eight hours.

Maintenance / Transportation Personnel:

The workweek shall be five eight-hour days.

Central Office / Support Services Personnel:

The Superintendent shall set work hours for Central Office Staff/Support Services Staff: Normal work hours are 8:00 a.m. to 5:00 p.m. (with one hour lunch). If approved by the Superintendent, a staff member can work on either of the following flex schedules:

7:30 a.m. to 4:30 p.m. (with one hour lunch), or

8:30 a.m. to 5:30 p.m. (with one hour lunch)

School Food Service:

The workweek shall be five six-hour days for full-time permanent staff and five 8 hour days for cafeteria managers.

Bus Drivers:

The workweek shall be a minimum of five 6 hour days for full-time permanent drivers and five 4 hour days for permanent part-time drivers.

*Note: For teacher assistants it is understood that monthly compensation is provided for work up to and including forty hours per workweek.