

Educational Support Personnel

Schedules and Employment Year

Twelve-Month Employees

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

Administrative office personnel work a 37.5-hour week with the individual time schedule developed by the supervisor and subject to the Cooperative's needs.

Ten-Month Employees

Ten-month employees work 10 working days before and after the school 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 37.5-hour week, with the individual time schedule developed by the Program Principal. During the school calendar year, there may occur certain modifications of the school secretaries' work schedule, subject to building needs as determined by the Program 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 Program Principal.

Temporary and Hourly Employees

Work as needed and approved by Program Principal.

Administrators and Supervisory Staff

The work day and work year for supervisory staff shall be similar to other personnel except that supervisory personnel are employed for specific tasks and such personnel are expected to work beyond the regular work day in order to accomplish such tasks when necessary. No additional remuneration shall be provided for such work.

Meal Break

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

ADOPTED: March 21, 2000