

EMPLOYEE DUTY HOURS

Certificated employees are expected to be on duty for eight hours daily as assigned by the building supervisor. It may be necessary for certificated employees to be on duty beyond eight hours as required by the employee's immediate supervisor, principal or superintendent.

Classified employees are expected to be on duty as required by the time schedule established for the employee by the employee's immediate supervisor, principal or superintendent. All overtime reimbursement to the employee for hours worked above those established by the employee's time schedule must be approved in advance by the employee's immediate supervisor, principal or superintendent.

Approved: 11-12-2007

Reviewed: 01-09-2023

Revised: 02-13-2023