

SECTION: CLASSIFIED EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: MARCH 18, 1996

REVISED:

Lebanon School District

	532. WORKING PERIODS	1
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1. Purpose	The periods of work required of the classified staff shall be clearly specified in accordance with the following guidelines.	5
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2. Authority	The Board has the authority and responsibility for determining hours of school district operation and hours of work for employes.	9
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3. Delegation of Responsibility	The Superintendent shall develop procedures which shall apply uniformly throughout the schools of this district.	13
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	Classified personnel shall work the number of hours per day and days per year as prescribed in their letter of employment.	17
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	The designation of the specific daily starting and stopping time for classified personnel shall be determined by the immediate supervisor of each employe. The specific work year, where discretion is possible, shall also be determined by the employe's immediate supervisor. These two (2) discretionary matters are subject to the approval of the Superintendent or his/her designee.	21
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	Where appropriate, classified personnel shall submit a written report, approved by their immediate supervisor, verifying time worked. This report shall be submitted to the Superintendent or his/her designee when and in the manner requested by him/her.	31
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