# PERSONNEL 03.2332

‑ Classified Personnel ‑

Hours of Duty

Regular Hours

Classified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor.

No classified employee shall leave his/her job assignment during duty hours without the expressed approval of his/her immediate supervisor.

Additional Hours

Classified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor.

Reference:

[KRS 160.290](http://policy.ksba.org/documentmanager.asp?requestarticle=/krs/160-00/290.pdf&requesttype=krs) (2)

Adopted/Amended: 04/21/1994

Order #: 3867