

Andes Central School District	NEPN Code: GDJ
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SUPPORT STAFF TIME SCHEDULES

The Board will set the total number of hours per week, and weeks per year, of work for classified personnel. The normal work week for classified personnel will be Sunday, 12:00 AM through Saturday, 11:59:59 PM with the exception of legal holidays; other exceptions and schedules may be designated by the building principal and approved by the Superintendent.

Specific time schedules for support staff members will be set by the appropriate administrators in line with pertinent school opening and closing times, student schedules, and so on. Administrators will inform the Superintendent of the assigned schedules so that there may be continuity as needed throughout the school district.

All support staff must have prior approval from the superintendent or his designee of all overtime work. Support staff working overtime without prior approval of superintendent or designee are subject to disciplinary action, up to and including, termination of employment.

Legal References:

Adopted: January 12, 2009

Revised: