

POLICY

COLLINGSWOOD BOARD OF EDUCATION

SUPPORT STAFF
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HOURS AND DAYS OF WORK

4250 HOURS AND DAYS OF WORK

The Board of Education reserves the right to specify the working hours for support staff members not otherwise provided for in a negotiated contract.

The Superintendent shall apply uniformly throughout the schools of this district the following rules for full-time employee working periods:

1. Secretaries and clerks shall work 8 hours per day, five days per week, with one (1) hour off for lunch.

Secretaries and clerks shall be entitled to the same holidays and vacation periods as the teaching staff.

The starting time for school building office personnel shall be established by the Superintendent.

2. Custodial and maintenance personnel shall work five days per week as per the negotiated agreement.

Custodial and maintenance personnel shall report to work during school vacation periods, holidays, and when schools are closed for inclement weather. The starting time for custodial and maintenance personnel shall be established by the Superintendent of Buildings and Grounds.

Adopted: September 26, 2005


