

<b>Menno School District</b>	<b>NEPN Code: GDJ</b>
<b>Policy Manual</b>	

**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 Monday through Friday, 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.

Legal References:

Adopted: 7-13-09

Revised: