

DEAD

SALARY AND WORKING CONDITIONS FOR EDUCATIONAL SUPPORT EMPLOYEES

Salaries for support employees shall be based on the Non-Certified Employee Salary Schedule, approved each fiscal year by the Board of Education. This Salary Schedule shall meet the standards set forth by the Fair Labor Standards Act.

Each employee will have a daily work schedule developed together with the supervisor. This schedule will assign breaks for lunch periods as well as routine work assignments. A copy of this daily work schedule will be filed with the superintendent.

The annual work calendar will be approved each year and provided to all support employees. Holidays and/or vacation days will be specified by the employer.

Each support employee will sign in and sign out on their daily time sheets. These time sheets are to be sent to the payroll clerk on a monthly basis.

The normal work week is forty hours, Monday through Friday, with the exception of Child Nutrition employees whose work week is not necessarily 40 hours per week. Any changes in working hours will be announced as much in advance as practical. These are the hours you are expected to work under normal conditions. If a support employee will be absent or late to their work station, they should notify their supervisor as soon as possible.

Overtime will be allowed only when necessary and approved by the supervisor. Overtime is calculated on time actually worked over forty hours. Overtime will be based on time and a half the normal hourly rate of pay.