

~~To provide for maximum efficiency, their supervisor shall establish work schedules for all classified employees. Work schedules will be based on a 40 hour work week for full time classified employees.~~

~~A thirty minute lunch period is included in the eight hour day for employees whose lunch is a part of the workday. One hour is the maximum and thirty minutes the minimum lunch period for employees whose lunch is not included in the eight hour day.~~

~~The superintendent/designee shall approve employee schedules, which are proposed by the department or school administrator. These schedules shall include full time and part time classified staff.~~

~~Principals and other supervisors are responsible for keeping accurate employee time records and submitting these to the School Board's Business Office for each payroll period.~~

~~APPROVED BY BOARD
AND EFFECTIVE 6/30/86
REVISED 2/13/89
REVISED 10/21/02~~

RESCIND