

545.1

NON-CERTIFIED STAFF WORKLOAD

Non-certified staff will have workload and schedule determined by the Agency office or employing school district.

The normal work week shall be thirty-seven and one-half (37 ½) hours of work, with a one-half (1/2) hour unpaid lunch break.

The Board agrees to pay time and one-half (1 ½) for all hours worked over forty (40) hours (including paid time off) in each week or hours worked on the sixth (6th) day. Work performed on Sundays and holidays shall be paid double time. Employees working on Sundays and holidays shall be assured of a two (2) hour minimum.

Compensatory time will be granted when requested by immediate supervisor to further a specific task. Any accumulated comp-time will be taken within the pay period of the accumulation at the rate it was earned. Comp-time not taken within the pay period will be paid at the rate for which it was earned.

Tentative Approval: June 1, 1988

FINAL APPROVAL: July 6, 1988

Revised and Approved: September 7, 2011