

Personnel Assignments and Transfer

Duties, Schedules, and Working Hours: Non-Certified Staff

The working hours for hourly employees shall be established by his/her immediate supervisor. An initial establishment shall be made as a condition of employment.

Each employee shall be scheduled for an uninterrupted duty-free period of thirty (30) minutes in addition to the number of hours to be worked each day. Should a temporary, unanticipated emergency situation arise that may interrupt the duty-free lunch, lunch will be resumed and the employee will receive the full thirty (30) minutes within the same workday.

An eight (8) hour employee receives one fifteen (15) minute break in the a.m., and one fifteen (15) break in the p.m. An employee working less than eight (8) hours but more than four (4) hours receives one fifteen (15) minute break per shift.

Employees assigned to more than one location in a day shall be allowed reasonable travel time between assignments. This travel time shall be in addition to the duty-free lunch period of said employee.

Personnel cannot be permitted to trade lunch or break time in order to depart early.

The work year for Executive, Administrative and General Secretaries shall be determined by the office in which they work or the work year of the administrator assigned as their evaluator.

The work year for all aides, assistants and food and nutrition staff shall be determined by the students' attendance year.

The work year for all custodial and maintenance staff shall be 260 days.

Compensatory Time

Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from their immediate supervisor. Employees who violate the overtime provision will be subject to disciplinary action.

Individuals who work more than forty (40) hours during any work week will be awarded compensatory time off ("comp time"). Compensatory time will be awarded at the rate of one and one-half hours for each hour of overtime worked.

- a. Compensatory time may be accrued up to two hundred forty (240) hours (160 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half hours for each hour of overtime worked.

- b. Every effort will be made to permit the use of comp time at the earliest time mutually agreed upon by the individual and his/her supervisor. However, where the individual's absence would unduly disrupt the District's operations, the District retains the right to postpone comp time usage.
- c. Individuals with unused comp time who are terminated or who terminate their employment will be paid for unused comp time at their final hourly rate of pay.

In the event a principal, director, coordinator, or assistant superintendent wishes to arrange mutually agreeable exchange of a workday (i.e., a weekend, or work on a holiday period day), such an arrangement must be reported to the Assistant Superintendent of Human Resources stating:

- 1. Dates involved
- 2. Reason
- 3. Exchange date(s) for compensatory time

Such exchanges are to be done at the earliest time possible, preferably by the next week, and are to be recorded appropriately on the attendance report.

Overtime

Overtime will be by job classification and by District site. Support personnel who work longer than forty-hours per week (including holidays) will receive overtime pay at a rate of one and one-half times their regular rate of pay. The Department of Operations must approve all overtime in advance. No overtime will be honored without proper authorization. Periods of annual leave do not count as part of the forty-hour workweek. The normal workweek runs Sunday through Saturday. An employee could be required to work overtime when necessary. The supervisor will solicit volunteers by job classification and District site, but if there are no volunteers, the supervisor will select personnel on a rotation basis based on seniority (least senior to most senior). Staff will be expected to work overtime if assigned unless the employee can show due cause. Verification could be required for excusing staff as a result of due cause.

Emergency Closing Days

In the event the schools, or at times a school, are closed due to snow, inclement weather, or for any other emergency reason, the following personnel are expected to report for work:

- Central Office Administrators
- Principal/Assistant Principal all levels
- All two hundred sixty (260) day certified and support employees
- Administrative Secretaries
- General Secretaries - two hundred sixty (260) day plus GS who conclude work on June 30th
- Maintenance and custodial personnel

In the event schools and offices are closed due to snow, inclement weather, or for any other emergency reason, only maintenance and custodial personnel are to report for work.

01/02/06

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University City School Board