

### SUPPORT STAFF TIME SCHEDULES

The board shall set the total number of hours per week, and weeks per year, of work for all support personnel not covered by negotiated contracts. The normal week for other exceptions and schedules may be designated by the building principal and approved by the superintendent.

Annual vacations shall be scheduled at such times as serve the best interest of the school system.

Custodial and maintenance workers shall be on duty in accordance with a time schedule prepared by the building principal and approved by the custodial and maintenance foreman and the superintendent.

This policy pertains only to employees not covered by a negotiated contract.

The following time schedules apply to various categories of support personnel:

clerical personnel	12 months	7 ½ and 7 hour day	52 weeks per year
clerical personnel	school year	7 hour day	40 weeks per year
teacher aides		7 hour day	40 weeks per year*
library aides		7 hour day	40 weeks per year*
cafeteria personnel		7 hour day	182 days per year**
cafeteria director		8 hour day	46 weeks per year**

\*Teacher aides and library aides shall be on duty one week before school opens and one week after the end of the school year.

\*\*Cafeteria personnel and the cafeteria director shall be on duty the day before school opens, on the two parent conference days, on the latest day of school.

Adopted: 3/75

Amended: July 1981; February 2, 1986

Department of Public Schools, Augusta, Maine