

Policy

HOURS AND DAYS OF WORK

The periods of work required of the non-certificated staff shall be clearly specified to insure the smooth and regular operation of the Little Silver School District.

Where not otherwise specified in the terms of a collectively negotiated agreement, the board reserves the right to specify the working hours for non-certificated staff members.

The superintendent shall apply uniformly throughout the schools of this district, except as otherwise specified in this policy, the following working periods for non-instructional employees:

A. Secretarial-Clerical Central Office

From September 1 to June 30, full-time employment is eight hours per day, including one hour for lunch, four days per week and seven and one-half hours per day on Friday including one hour for lunch. During July and August, hours will be set by the superintendent.

Central office staff shall ordinarily report for work when schools are closed for bad weather.

During vacation days for pupils and teaching staff, the central office staff shall report to work unless their calendar states otherwise

B. Secretarial-Clerical Building Office

From September 1 to June 30, full-time employment is eight hours per day, including one hour for lunch, four days per week and seven and one-half hours per day on Friday including one hour for lunch. During July and August, the hours will be set by the superintendent.

Building office staff shall not ordinarily report for work when schools are closed for bad weather.

During vacation days for pupils and teaching staff, the building office staff shall report for work unless their calendar states otherwise.

C. Hourly office staff will work one hundred eight-two days, six hours per day. In addition, hourly office staff will receive one hour unpaid lunch. The work day will be determined by the appropriate building principal.

D. Maintenance Personnel

Maintenance staff shall ordinarily report for work when schools are closed in bad weather.

Adopted: October 8, 2009
NJSBA Review/Update: May 2023
Readopted: August 24, 2023

Key Words Additional duties

Legal References: N.J.S.A. 18A:27-4
N.J.S.A. 34:13A-23