

SUPPORT STAFF TIME SCHEDULES/ASSIGNMENTS/TRANSFERS

The normal work day for most classified employees is 8 hours; a full work week is 40 hours. Employees in certain positions, however, will be employed for a shorter work day or for other types of schedules.

Support staff employees in administrative and supervisory positions are expected to observe the hours established by the superintendent.

Assignment of classified personnel will be the responsibility of the superintendent and his designee(s).

When in the best interest of the district, employees may be given different assignments, or transferred to another building.

An employee who wishes to be reassigned may so request, and will be as eligible to fill vacant or newly created positions as any other applicant, pending examination of qualifications.

Adopted: October 4, 1994

Revised: