

## **POLICY GUIDE**

## **GREENWICH TOWNSHIP BOARD OF EDUCATION**

SUPPORT STAFF

4250 HOURS AND DAYS OF WORK

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The Board of Education reserves the right to specify the working hours for support staff members not otherwise provided for in a negotiated contract.

The Superintendent shall apply uniformly throughout the schools of this district the following rules for full-time employee working periods: (unless otherwise dictated by the needs of the district and at the discretion of the School Board or designee)

1. Secretaries and clerks in the central administrative office shall work 8 hours per day, five days per week, with 45 minutes off for lunch.
2. Secretaries and clerks in school building offices shall work 8 hours per day, five days per week, with 45 minutes off for lunch.

School building office personnel shall be entitled to the same holidays and vacation periods as the teaching staff or as identified by individual contract.

3. Custodial and maintenance personnel shall work 8 hours per day, five days per week, with 30 minutes off for lunch.

Custodial and maintenance personnel shall report to work during school vacation periods, holidays, and when schools are closed for inclement weather. The starting time for custodial and maintenance personnel shall be established by the Chief School Administrator or designee.

Adopted: 09 January 2017