

# 307: Part-time/School Year Employee Procedures

## 1.1 Definitions

**1.1.1 Part-time/School year:** Also referred to as “part-time” or “hourly employee” is an employee regularly scheduled to work fewer than 6 hours per day while school is in session. Part-time/school year employees are not eligible for benefits unless stated in their employment contract.

**1.1.2 Contract workdays:** Part-time/school year employees are contracted to work **185** days per calendar year beginning in August and ending in May.

## 2.1 Procedures

2.1.1 Each department will determine the work schedule and hours for employees as necessary for operation.

2.1.2 Part-time employees work 29.5 hours or less each week, although schedules and hours may vary depending on department needs. Adjustments to schedule should be approved by supervisor prior to making changes.

## 3.1 Part-time Employee Daily Schedule

- Clock-in at 8:30 am
- 30–45-minute lunch
- Clock-out at 3:00 pm

## 3.2 Holidays

3.2.1 Hourly employees are not required to work on teacher prep days or holidays.

3.2.2 Hourly employees will not receive compensation for unworked holidays or teacher prep days.

- New Year’s Day
- Labor Day
- Thanksgiving
- Christmas
- Martin Luther King Jr. Day
- Memorial Day
- President’s Day

## 3.3 Unpaid Breaks

3.3.1 Employees who work six or more consecutive hours a day are required to take an uninterrupted meal break of at least 30 minutes away from the work area. Schedules for meal breaks should be determined based on the operational needs of each department.

3.3.2 Employees should notify their supervisor if they do not receive an uninterrupted meal break of a least 30 minutes.

3.3.3 Breaks for Breastfeeding Mothers: Reasonable break periods will be provided for a breastfeeding mother to express milk for her child. Employees should work with Administration to determine a designated lactation location. The breaks are unpaid, and the employee should clock-out during the break.

### 3.4 Hours Worked & Overtime

3.4.1 An employee must have authorization **before** working overtime hours. Your supervisor may change your schedule so that you take time off within the same workweek in which you have worked additional hours.

3.4.2 Hourly employees do not accrue paid time off.

### 3.5 Sick Time

3.5.1 If you are ill, you should contact your supervisor as soon as possible prior to the start of the workday to allow for rescheduling of work duties. Your supervisor may provide you with a more specific procedure to follow if you are ill.