

SECTION: NON-BARGAINING  
(NON-EXEMPT)  
EMPLOYEES  
TITLE: WORKING PERIODS  
ADOPTED: JUNE 17, 1981  
REVISED: FEBRUARY 20, 1991  
MARCH 16, 2005  
JUNE 18, 2008

# CALIFORNIA AREA SCHOOL DISTRICT

	<p style="text-align: center;">532 – WORKING PERIODS</p> <p>Purpose The periods of work required of the Non-Bargaining (Non-Exempt) staff shall be clearly specified in accordance with the following guidelines.</p> <p>Authority The Board has the authority and responsibility for determining hours of school district operation and hours of work for employees.</p> <p>Delegation of Responsibility Superintendent shall develop procedures which shall apply uniformly throughout the schools of this district, except as otherwise provided, the following schedule for Non-Bargaining (Non-Exempt) employees.</p> <p><b><u>Secretarial/Clerical Central Office</u></b></p> <p>Full-time employment is eight (8) hours per day, five days per week which includes (1/2) hour for lunch.</p> <p>When schools are closed for bad weather the Superintendent will advise Secretarial/Clerical Central Office whether or not to report to work.</p> <p>During scheduled days off for students and teaching staff, the Central Office Staff shall report to work unless the day is a regularly scheduled holiday for all employees. Starting time and quitting time shall be from 8:30 a.m. to 3:00 p.m. with (1/2) hour off for lunch at the direction of the Superintendent.</p> <p>Holidays are: New Years Eve and New Years Day Martin Luther King Day Good Friday</p>
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Reference	Memorial Day Fourth of July Kennywood Day Labor Day Veteran's Day Thanksgiving Day, Following Day and Monday Christmas Eve, Christmas Day and Following Day  School Code 1504
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