

## ***Normal Duty Hours***

### **ARTICLE IV - WORKING HOURS AND WORKING CONDITIONS**

#### **A. DUTY DAY**

1. School-based clerical unit members shall work seven and one half (7.5) consecutive hours per day including a thirty (30) minute, duty-free lunch period.
2. Central Office clerical unit members shall work eight (8) consecutive hours per day, including a one (1) hour, duty-free lunch period.
3. All assistants, paraprofessionals, and licensed practical nurses shall work seven and one half (7 1/2) consecutive hours per day, including a thirty (30) minute duty-free lunch.

#### **B. WORK WEEK**

The work week shall be defined as Monday through Friday except in an emergency situation to be determined by the Superintendent of Schools or his designee.

#### **C. OVERTIME/COMPENSATORY TIME**

The Board reserves the right to assign overtime work. Unit members shall be paid time and one-half their hourly rate of pay for all hours worked in excess of 40 hours in any work week. A unit member may choose to take compensatory time rather than overtime for these hours. A maximum of 12 hours of compensatory time may be accumulated. Compensatory time, as with overtime, shall be granted at time and one-half for all hours of work in excess of 40 hours in any work week.

All overtime and compensatory time must be approved in advance by the principal or immediate supervisor.

#### **D. DUTY YEAR**

1. The duty year for 12-month unit members shall be the approved 12-month calendar.
2. The duty year for 10-month clerical members shall consist of not more than 200 days.
3. For the computation of any time requirements for vacation or other benefits, a duty year (10 or 12 month) shall count as one (1) duty year.
4. The duty year for assistants and paraprofessionals for the duration of this Agreement shall not be more than 189 days. The duty year for licensed practical nurses will be no more than 194 days.
5. For the computation of any time requirements for benefits for assistants, paraprofessionals, and licensed practical nurses, a duty year of ten (10) months shall count as one duty year.

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Page 2

Q: Should I or shouldn't I work beyond my normal duty hours?

A: Consult your UniServ Director about overtime.

- The instructional assistant's duty day is 6.5 consecutive hours, *not* including a duty-free lunch period of 30 minutes.
- School-based clerical employee's duty day is 7.5 consecutive hours, *not* including a duty-free lunch period of 30 minutes.
- Central office clerical employee's duty day is 7.5 hours, *not* including a duty-free lunch period of 45 minutes.
- An administrator must approve all time worked beyond an employee's normal duty day.
- Any employee who is requested to work in excess of his/her normal duty day shall be compensated by agreed-upon compensatory time hour for hour or by cash payment for any time up to 40 hours.
- Any approved hours worked in excess of 40 hours per week must be compensated at one and one-half times an employee's regular rate of pay.