

- CLASSIFIED PERSONNEL -**Hours of Duty**

The District requires its employees to attend work daily as required by the employee's working calendar unless the employee is on an approved leave. All employees shall be apprised of this requirement and a plan for improving staff attendance shall be developed, as needed.

REGULAR HOURS

Classified ~~E~~mployees shall adhere to time schedules for duty hours applicable to their job classification, and to appropriate procedures for accounting for time and attendance as set by the Superintendent. Attendance data shall be considered in the promotion of employees.

No classified employee shall leave his/her job assignment during paid duty hours without express approval of his/her immediate supervisor.

Classified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor which fit reasonably with job responsibilities or on a temporary basis.

Except as otherwise specified in or represented by a collective bargain agreement, exempt classified employees are paid on a daily rate for work completed at the designated work location regardless of the number of hours worked.

Adopted/Amended: 11/25/2013
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