



CHRISTIAN COUNTY
— PUBLIC SCHOOLS —
A Community Committed to Phenomenal Schools

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MEMORANDUM

TO: Christian County Board of Education Board Members

FROM: Dr. Melanie A. Barrett, Director of Pupil Personnel

DATE: August 21, 2025

RE: Established Daily Work Schedule 03.2332 AP.2

Christian County Public Schools submits a revision to the Established Daily Work Schedule 03.2332 Procedure to align with Kentucky Labor Laws.

Kentucky Labor Laws mandate specific break requirements for employees. Employees are entitled to a 10-minute paid rest break for every four hours worked, in addition to a meal break.

A draft review and approval is requested regarding the Established Daily Work Schedule 03.2332 AP.2.

-CLASSIFIED-

Established Daily Work Schedule☐ ORIGINAL

Effective date _____

☐ AMENDED

Effective Date _____

Employee _____

Employee Number _____

Job Classification _____

Level _____ Step _____

Job Location _____

Length of Workday _____ (hrs)

Hourly Rate \$ _____

Overtime Rate \$ _____

Length of Workweek _____ (hrs)

☐ Monday-Friday☐ Sun.☐ Mon.☐ Tues.☐ Wed.☐ Thurs.☐ Fri.☐ Sat.

Beginning Time _____:_____

Rest Period _____:_____ (10+5 minutes)

Lunch Period _____:_____ ☐ on duty ☐ duty-free

Rest Period _____:_____ (10+5 minutes)

Ending Time _____:_____

If the above format can not adequately reflect the established daily work schedule, the standard Christian County Public Schools Time Record should be completed and attached.

This schedule has been established for the fiscal year indicated above. The immediate supervisor can adjust the established daily work schedule to accommodate special activities such as conferences, open houses, fall festivals, etc., in order to maintain the hourly contract work week. A change in the permanent schedule must be reflected on an amended Established Daily Work Schedule.

☐ Check if an attachment is incorporated into this agreement.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

A copy of the current schedule must be on file in the office of the Director of Personnel.