

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: GDK

SUPPORT STAFF TIME SCHEDULES

The basic work day for full-time support staff personnel shall ordinarily be eight hours. Individual exceptions may be made by the principal or superintendent for valid reasons.

The exact hours of duty for employees in schools shall be established by the principal with the approval of the superintendent; and for employees in the central office, by the superintendent. Hours assigned school secretarial staff shall cover all hours the central office is open.

Working hours shall not include the lunch period. However, they will include a 10 minute break for each four hours worked in the morning and afternoon.

All employees shall be expected to report on time to work. Persistent tardiness is sufficient cause for dismissal.

Current practice codified 1977

Adopted: Date of manual adoption