

**SUPPORT PERSONNEL SCHEDULES  
(REGULATION)**

Work Week

The workweek will begin on Monday and end on Friday. Bus drivers, food service workers, safety patrol personnel, and other part-time employees will work the number of hours determined by the administration to be necessary for their assignments. Schedules and shifts will be set by the superintendent and the administrative staff.

Work Schedules

Each employee's immediate supervisor will develop the time schedules to be followed within the workday, so that positions will remain covered during employee breaks and lunch periods. Support personnel may not leave their assigned buildings during such periods without notifying the building principal or other immediate supervisor.