

TIME SCHEDULES AND WORK LOADS FOR NONCERTIFIED PERSONNEL

Time Schedules and Work Week

Time schedules for noncertified personnel are designated by the superintendent or the immediate supervisor.

Immediate supervisors are required to sign weekly and monthly payroll reports attesting to the accuracy of information contained on such sheets relative to each employee. Daily time sheets are required for employees to log time beginning and ending work each day. Daily time sheets may be automated through the computer system or, with the approval of the superintendent or designee, may be kept manually on forms provided by the school system.

Work loads shall consist of all duties and responsibilities as may be assigned by the Superintendent and/or immediate supervisor and as outlined by individual job descriptions.