

**Schedules and Employment Year**

The Superintendent or designee shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, School Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent or designee's approval is required to establish a flexible work schedule or job-sharing.

**Breaks**

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday; unless an alternative is agreed to in a Collective Bargaining Agreement. The District accommodates employees who are nursing mothers according to State and federal law.