

PRESTON COUNTY BOARD OF EDUCATION

FILE: 8 – PERSONNEL MANAGEMENT

File: 8-31 Service Personnel Time Schedules

Last Reviewed: 6-28-10

Next Review: 7-01-12

The Preston County Board of Education has adopted the policy that the normal workday for all service personnel except bus operators shall be eight hours. Special attention shall be given to the following service personnel work schedule issues:

- ❖ Service personnel who work three and one-half hours or less per day shall be paid one-half the amount indicated in the state minimum pay scale. Those who work more than three and one-half hours per day shall be paid the full amount required by state minimum pay scale if the employee's supervisor pre-approved the work.
- ❖ Service employees whose daily shift is from 6:00 p.m. to 5:00 a.m. shall be paid at least an additional ten dollars (\$10) per month and one-half of that sum shall be paid with local funds.
- ❖ Custodians, aides, maintenance, office and school lunch employees required to work an interrupted work schedule shall be paid an additional amount equal to one-eighth of their salary as provided by their state minimum salary and any county supplement. Such additional salary shall be paid entirely from county funds.
- ❖ A service employee's schedule is considered to be interrupted if s/he does not work a continuous period in one day. Aides are not regarded as working an interrupted schedule when engaged exclusively in the duties of transporting students.
- ❖ Service employees required to work on a legal holiday shall be paid at the time and one-half rate.
- ❖ Service employees who work in excess of 40 hours in any week that contains a paid holiday shall be paid time and one-half for the additional time and such extra pay shall come from county funds.
- ❖ Regular service employees who agree to extend their work week by working on a Saturday or Sunday shall be paid for at least one-half day of work and if the employee works more than three and one-half hours, s/he shall be paid for a full day if the work was preapproved by the employee's supervisor.
- ❖ No service personnel may have his/her daily work schedule changed during the school year without the employee's written consent. Likewise, the employee's daily work hours may not be changed to avoid the payment of time and one-half wages or the employment of an additional employee.
- ❖ A daily lunch recess of not less than 30 consecutive minutes shall be included in the normal eight-hour workday for all service employees.
- ❖ Service personnel who are requested by a supervisor to work beyond the 40-hour workweek may choose to perform the work for paid overtime and/or compensatory time.

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R 8-31-1 Custodians Schedules

Custodians are responsible to the building principal and shall receive their instructions from him/her. Appropriate Central Office staff may also provide supervision and guidance. Custodians shall cooperate with the principal and teachers at all times, and shall employ tact and courtesy in all relationships. The principal and custodian shall develop and follow a regular cleaning schedule. The principal and custodian shall also determine said custodian's duties and responsibilities and they shall form the basis for supervision and evaluation of the custodian's performance.

The term of employment for custodians is determined by the tasks to be performed and the size of the school. Employment terms may range from ten to twelve months per year.

Custodians are expected to be present to unlock and lock and generally supervise the care of the building at all extracurricular activities, whether they are school activities or outside group activities. They shall be compensated for time and work performed for outside groups.

Assignment of a custodian to work shifts in a school or work site is based on seniority within the custodian classification category. (See *File: 8-2 Employment of Professional and Service Personnel*).

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R 8-31-2 Service Personnel - Time Reporting

All service personnel of Preston County Schools shall report accurately time worked each 10 day work period. Time worked shall be recorded on the daily sign-in sheets provided for all service personnel at their work location.

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Adopted: June 28, 2010
Amended/Revised: