

SCHEDULE, ADMINISTRATIVE CENTER

Administrative Center Work Day

The Administrative Center will be open Monday through Friday from 8:00 a.m. until 4:30 p.m. Personnel will alternate schedules, including lunch schedules, to assure that the office is continuously open all day. The school calendar and the Superintendent will determine which days the office will be closed for major holidays.

The Board authorizes the Superintendent to develop an alternative workday schedule for summer months, provided that each week's average hours is consistent with regular work week hours as defined above. The Superintendent will determine the beginning and ending dates of the summer schedule and which days the office will be closed for major summer holidays. Summer hours also will apply to school sites and service division facilities that are open during summer months.