Non-instructional Personnel Working Hours

Routine working hours are scheduled according to the needs of each office or school.

Each non-instructional staff member must use the official system to record time worked each day. The immediate supervisor or principal will review and approve all hours worked if there are no questions. Once approval is granted, the Business Office will process for payment.

Policy Adopted: April 1978 Rescinded: January 1994

Regulation adopted: February 26, 1996

Revised: May 23, 2023