

## **BP 4213.1 LOAD/SCHEDULING/HOURS OF EMPLOYMENT (Classified Personnel)**

For classified hourly employees, a full workday will be considered seven and one-half hours; a full workweek will be considered 37½ hours. Employees in certain positions, however, will be employed for a shorter workday or other types of schedules. Such schedules will be approved by the Superintendent or designee.

Classified hourly employees will report time to the nearest quarter hour when and in such manner as required by the Superintendent.

Classified ~~contracted~~ exempt administrative employees are expected to observe the hours established as the work day for the office or school in which they work, and to devote such additional hours as necessary in order to carry out their duties.

Adopted 6/01

North Slope Borough School District