

1 Joint School District No. 2, Meridian
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.

3 CLASSIFIED PERSONNEL

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5 Series 400

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7 Policy Title Duties, responsibilities, probationary status Code No. 402.20

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10 WORKING HOURS

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12 School lunch personnel and bus drivers work up to eight (8) hours per day. Actual hours
13 and daily work schedule will be determined by their immediate supervisors and will be so
14 indicated in the adopted job description.

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16 Custodians, mechanics and maintenance personnel will work eight (8) hours per day
17 unless otherwise directed. Daily work schedule will be determined by immediate
18 supervisors and so indicated in the adopted job description.

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20 Secretaries, bookkeepers, teacher assistants and district office staff will work up to eight
21 (8) hours per day unless otherwise directed. Daily work schedule will be determined by
22 immediate supervisors and will be so indicated in the adopted job description.

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24 Other classified employees will work the hours specified by their immediate supervisors
25 and will be so indicated on the adopted job description.

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27 All scheduled working hours are exclusive of lunch breaks. The district will follow rules
28 and regulations of the Fair Labor and Standards Act (FLSA). To remain in compliance,
29 supervisors must monitor work schedules to assure that no employee works in excess of
30 normal scheduled hours except as provided for in policy.

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32 For other administrative rules governing classified employees, refer to the classified
33 employee handbook and district policy Section 402.

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35 PROBATIONARY PERIOD

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37 All new classified employees will be hired on a 180 workday probationary period. The
38 building principal or supervisor will provide a written evaluation of the new employee's
39 performance as exhibited during this probationary period. The employee will be notified
40 whether employment will be continued beyond probation or terminated.

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50 Date of Revision:
51 9/26/94

Legal Reference: Code of Idaho
