

10 Month Clerical Offer of Work during Spring Break 2017

A reminder that schools and departments are free to offer up to the equivalent of one week's work to their ten-month clerical staff during the upcoming two week Spring Break.

Guidelines are as follows:

- Each 10-month clerical staff member may work up to the total hours of one (1) normal work week during this year's Spring Break. For example, a secretary who works 5 days per week at 7 hours per day could work up to 35 hours over the 2 week break. A library clerk working 5 days per week at 4 hours per day could work a maximum of 20 hours over the two-week break.
 - You can schedule these hours in any manner you want from Monday through Friday, as long as an employee does not work more than 7 hours in a day.
 - There must be meaningful work for the clerical staff at the school or in the department (as determined by the Principal or Manager). Prior approval of the principal or Manager is required.
 - All work shall be at regular rates of pay. This is not overtime.
 - Employees must actually work these hours. Sick leave or any other leave cannot be claimed. Relief employee coverage will not be provided.
 - All hours must be recorded and signed off on the employee's regular time sheet. Write "**hours worked during spring break**" in the comments section of the time sheet for each day worked during the break.
The additional hours will be paid out on either April 7 or April 21.
 - This opportunity is available to all 10-month regular clerical staff.
 - All costs will be paid by the District, not the school or department.
- Questions – please contact Michelle Nice, Human Resources Manager.