

ARTICLE 22 WORKDAY and RELATED MATTER

Section 1 – Workday/Work Year.

A. To the extent required by law, the Board or its designee shall negotiate with the Union prior to making changes in current policies and practices regarding the length of the workday, the length of the work year, the list of school holidays, the length and pay for break times, and, the beginning and ending times of shifts.

B. Breaks: Break periods are a part of the paid workday. Break periods are not cumulative and shall not be used to extend the lunch period or to shorten the workday unless mutually agreed by the employee and supervisor.

1. Employees who work four (4) or more, but less than six (6), continuous hours shall receive at least one fifteen (15) minutes break period per day.

2. Employees who work six (6) continuous hours per day or more shall receive two (2) break periods of fifteen (15) minutes each, one in the morning and one in the afternoon, and a half-hour (1/2 hour) unpaid, duty free lunch period.

3. Employees who work a four day ten hour work schedule shall receive two break periods of 20 minutes each and a half-hour (1/2) unpaid, duty-free lunch period.

4. Employees who work directly with students shall be provided breaks as permitted by their duties.

C. Bargaining unit employees shall be permitted to leave work thirty (30) minutes before the end of their regularly scheduled shifts on the day immediately preceding the following: Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Holiday, Winter Break, and Spring Break provided the employees have no mandatory work responsibilities. Bargaining unit employees shall suffer no reduction in pay on such days.

D. Beginning 2023-24 School Year, Paid Holidays: 180-186 day calendar receives four (4) paid holidays, 196 day calendar receives five (5) paid holidays and 240-247 day calendar receives five (5) paid holidays and one (1) paid floating holiday. The floating holiday must be used in the year earned. Requests to use the floating holiday shall be given to the immediate supervisor at least five (5) work days in advance of the date that the employee desires to be absent from duties.

Section 2 – Reduction in Hours.

A. A reduction in hours shall be defined as a reduction in the employee's scheduled work hours or a reduction in the number of days in an employee's work year. A reduction can occur during the work year or can occur from one work year to the next.


For the Board


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