

## Board of Education High Point Regional

SUPPORT STAFF MEMBERS

### HOURS OF WORK - CUSTODIAL/MAINTENANCE PERSONNEL

The Board establishes as policy the following hours of work for all custodial/maintenance employees:

1. Full-time employment is 7-1/2 hours/day not including a one-half hour lunch period, five days a week. The starting time shall be set by the supervisor and approved by the School Business Administrator. A custodial-maintenance employee may not leave the school premises during the officially designated lunch period unless such leave has been approved by the principal.
2. When the classes are recessed but faculty is present, custodial/maintenance personnel shall be required to report to work unless otherwise notified.
3. Custodial/maintenance personnel shall not ordinarily report for work on holidays as posted in the custodial/maintenance calendar.

Date Adopted: 8/30/65  
Date Revised: 1/19/76, 3/18/91