



BIBB COUNTY SCHOOL DISTRICT

Employee Workday Schedule

2018 - 2019

High Schools				
	Start Time	End Time	Hours per Day	Hours per Week
Office/Building Opening	7:00			
Student hours	7:30	2:35		
Teacher/Counselors/Media Specialist/other Certified Staff	7:00	3:00	8	40
Office staff/Clerical	7:00	3:00	8	40
Paraprofessional	7:15	2:45	7.5	37.5
Media Clerks	7:15	2:45	7.5	37.5

Elementary Schools				
	Start Time	End Time	Hours per Day	Hours per Week
Office/Building Open	7:50			
Student hours	8:20	3:20		
Teacher/Counselors/Media Specialist/other Certified Staff	7:40	3:40	8	40
Office staff/Clerical	7:40	3:40	8	40
Paraprofessional	8:05	3:35	7.5	37.5
Media Clerks	8:05	3:35	7.5	37.5
Early Care (if applicable)	7:15	7:40		

Middle Schools				
	Start Time	End Time	Hours per Day	Hours per Week
Office/Building Open	8:35			
Student hours	9:05	4:05		
Teacher/Counselors/Media Specialist/other Certified Staff	8:15	4:15	8	40
Office staff/Clerical	8:15	4:15	8	40
Paraprofessional	8:50	4:20	7.5	37.5
Media Clerks	8:50	4:20	7.5	37.5
Early Care (if applicable)	7:45	8:15		

Central Office Staff				
	Start Time	End Time	Hours per Day	Hours per Week
Office/Building Open	7:30	4:30	8	40
Work hours	7:30	4:30	8	40

IMPORTANT NOTES:

Paraprofessionals are **not** required to have a lunch period or break period. Typically, paraprofessionals strictly work a **7.5-hour** day and supervise students while eating lunch. A paraprofessional's time sheet shall reflect the actual hours worked and shall total **37.5 hours a week**.

Media Clerks are **not** required to have a lunch or break period and work a **7.5-hour** day. They may or may not eat at their desk, but should be given a lunch time of 20 to 25 minutes. They are not to clock out for lunch and are not to leave the building. A media clerk's time sheet shall reflect the actual hours worked and shall total **7.5 hours a day or 37.5 hours a week**.

Clerical, secretarial, and other office staff work **8 hours a day** and shall reflect all time worked on their time sheets. Clerical staff are **not** required to have breaks but should have a **25 to 30-minute** lunch period as part of their work day. They are not to clock out for lunch and are not to leave the building. It is appropriate for principals to stagger the lunch times of clerical staff to properly cover the office.

Non-exempt staff (clerical, media clerks, paraprofessionals, custodians, secretaries etc.) are not allowed to "comp" days. Non-exempt staff must be paid for the hours and days that they work. They may however, flex time within the same work week. For example, if a secretary works an extra hour on Monday, she or he may leave one hour early on Thursday within the same week. His/her time sheet would reflect 9 hours on Monday and 7 hours on Thursday for a total of 40 hours for the week.

Flex Hours: A principal/supervisor may flex the hours of his/her paraprofessionals and/or clerical staff to address the specific instructional needs or duty needs of his/her school/department. For example, paraprofessionals may be assigned to work from 7:00 – 2:30 while others in the same high school may be assigned to work from 7:15 to 2:45.

Time Sheets are legal documents and must reflect the actual hours worked. As Principal or Supervisor, your signature indicates that you have reviewed the time sheets for the non-exempt personnel in your building/department and to the best of your knowledge verifies that they are accurate and truthful.

FINAL NOTE: Principals and supervisors should have procedures in place to approve overtime for staff. Overtime pay will be charged back to the respective school or departmental budget.