

**N E W J E R S E Y S C H O O L B O A R D S
A S S O C I A T I O N**

GOVERNANCE & OPERATIONS

FILE CODE: GO/4113.1

PERSONNEL
SCHEDULING/HOURS OF EMPLOYMENT

Official Office Hours

The standard workday, Monday through Friday, for staff members shall be seven hours. Official office hours are from 9:00 a.m. to 5:00 p.m. with one hour for lunch. All employees are expected to be at work during these hours unless an alternate schedule has been approved, in advance, by the appropriate Department Director.

The Executive Director may authorize exceptions to this schedule when necessary for the efficient operation of the Association. Records of exceptions shall be kept.

Authority: BD 5/78
 BD 12/88
 BD 9/94
 BD 1/03

Revised: September 30, 2016

See Also: GO/4113.11
 GO/4113.12