

TEMPORARY WORK SCHEDULE - FACILITIES AND GROUNDS

DATE SUBMITTED:										
EVENT:										
SCHOOL:										
COMPLETED BY:										
FACILITIES AND GROUNDS APPROVAL:										
	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>
Dates:										
Names:	Indicate your shift start and end times below for each date:									
Sub:										

WORK DAY/WORK WEEK

Work schedules: During school day vacation periods or snow days:

- A. Each school will be responsible to report directly to the Facilities and Grounds Director (or the designee), information regarding the work shift changes during these periods.
- B. **Your time off requests need to be submitted ahead of the temporary work schedule and will be reviewed once the temporary work schedule is submitted. The temporary work schedule needs to be completed on-line and emailed to the Facilities and Grounds Director (or the designee) five (5) work days before the shift changes occur.**
- C. Each school will be responsible for checking out any activities that may occur at their building during these time periods. If an event is taking place, state in the report, which employee will be covering the event.
- D. List all employees' shifts, i.e.; whether on vacation, etc.
- E. Snow Days:
 1. During the event of a snow day, employees are to remain on their normal shifts, but can adjust to work a straight eight (8) hours.
 2. There will be a minimum of eight (8) hours time differential between work shifts.
 3. Employees will be allowed two (2) ten minute breaks and one (1) fifteen minute lunch period on these days.
- F. **Should any school not conform to this policy, that school will be required to work normal shifts through the remainder of that school year.**

To eliminate confusion each school will be required to:

- **On days when there are no scheduled events – Have continuous coverage from 7am to 5pm at AMS & LSE, AHS 7am-11pm, and MVS 6:30 am to 3 pm.**
- On days when there are scheduled events – Have continuous coverage from 7am to the end of the event with minimal or no overtime.
- The District will review and update this procedure on an as-need-be basis.