

## **DELANCO TOWNSHIP BOARD OF EDUCATION**

No. 4250/page 1  
Working Periods

### **WORKING PERIODS**

The Board of Education reserves the right to specify the working hours for all employees not otherwise provided for in a negotiated contract. The Superintendent shall apply uniformly throughout the schools of this district the following rules for full time employee working periods:

1. Board Secretary, school secretaries, and clerks shall work eight hours per day, five days per week, with one hour off for lunch during the school year. During the summer school vacation, central office personnel shall work seven hours per day, five days per week, with one hour off for lunch.
2. Janitors will work the following hours:  
From September 1 to the Monday following the close of school in June - 3:00.P.M. to 11:30 P.M. with one-half hour for lunch. From the Monday following the close of school in June to September 1 - 7:00 A.M. to 3:30 P.M. with one-half hour for lunch. During the extended vacations at Christmas and Easter the hours will be the same as the summer hours or as arranged by the Superintendent.
3. Maintenance men will work from 7:00 A.M. to 4:00 P.M. with one hour for lunch.
4. The custodian/maintenance person will work from 11:00 A.M. to 7:00 P.M.
5. Cafeteria personnel shall work six hours per day, five days per week, with one-half hour off for lunch. Cafeteria workers shall not report to work when school is not in session. The cafeteria director shall work eight hours per day.
6. Cafeteria aides are required to work from 11:30 A.M.to 1:30 P.M. per day when school is in session.

Adopted: October 11, 1978

Revised: October 8, 1986