
AURORA PUBLIC SCHOOLS
Adopted February 1982
Recorded October 1998
Revised November 2007

APS Code: GDKA/GDKB

LENGTH OF SUPPORT STAFF WORK DAY/SCHOOL YEAR

Work Day, Week, Year

The work day, week and year for support staff employees shall be defined by the Superintendent of Schools in accordance with policies adopted by the Board of Education.

LENGTH OF CLASSIFIED STAFF WORKDAY

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Workday for Classified Employees

The workday for full-time classified employees shall be eight hours, except as stipulated. Nonadministrative/nonsupervisory classified employees shall receive an assignment letter annually indicating their workday. Employees assigned to work less than an eight-hour day shall be paid at a ratio of hours worked to full time.

The workday of each employee may vary from time to time, depending upon the needs of the District. The time for beginning and ending each workday shall be determined by a classified employee's appropriate supervisor, provided the employee will not be required to work beyond those daily hours designated in the assignment letter.

Each division must provide phone coverage during the 7:30 a.m. to 4:30 p.m. time period.

Workweek for Classified Employees

The workweek for full-time classified employees shall be 40 hours, except as stipulated. Employees assigned to work less than a 40-hour week will be paid at a ratio of hours worked to full time. The weekly work hours may be adjusted by the Superintendent and/or a division head to meet reasonable time demands during the school term and on holidays.

The workweek is considered to be a seven-day period, commencing on Sunday at 12:01 a.m. and ending the following Saturday at midnight.

Workday and Workweek - Department Offices

The regular workday for department offices classified, nonsupervisory employees, is 7:30 a.m. to 4:30 p.m., with a one-hour lunch period. At the discretion of and subject to the approval of the supervisor, adjustments may be made to the workday to effect better utilization of the work force.

The normal workweek consists of five, eight-hour days.

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Rest Breaks for Classified Employees

Rest breaks for classified employees shall be determined by the length of the workday and assigned reporting time. Rest breaks shall not exceed 15 minutes in duration.

1. An employee working an eight-hour day shall be entitled to two rest breaks, one during the first half and the second during the remainder of the shift.
2. An employee working less than an eight-hour day but at least four hours shall be entitled to one rest break.
3. An employee working less than a four-hour day shall not be entitled to a rest break.
4. Rest breaks are not to be taken at the beginning or end of a shift or adjacent to the lunch period.

Employees shall schedule all rest breaks subject to the approval of their appropriate supervisors.

Lunch Breaks for Classified Employees

Lunch breaks for classified employees shall be determined by the length of the workday and assigned reporting time.

1. Classified employees whose workday exceeds five consecutive hours and up to eight hours shall have a duty-free lunch period of at least 30 minutes and up to 60 minutes.
2. Lunch periods are not to be taken at the beginning or end of a shift or adjacent to rest breaks.

Employees shall schedule all lunch periods subject to the approval of their appropriate supervisors.

Work Year Categories

Based on the number of workdays assigned each fiscal year, classified nonsupervisory employees

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will be placed in the following categories for the purpose of computing paid vacation, paid holidays and yearly sick leave entitlement.

12 Month

215 Days

205 & 210 Days

177 – 187 Days