

NORMAL WORKING DAY – SERVICE PERSONNEL

The Board, as required by West Virginia Law, has established the following to be the normal working day for the various classes of service and auxiliary personnel.

Secretaries: Eight (8) hours including a 30-minute lunch period and two 15-minute breaks.

Cooks: Eight (8) hours including a 30-minute lunch period and two 15-minute breaks.

Custodians: Eight (8) hours including a 30-minute lunch or dinner period.

Aides: Eight (8) hours including a 30-minute lunch period when school is in session. Seven and one-half hours including a 30-minute lunch period when school is not in session.

Maintenance Worker: Eight (8) hours including a 30-minute lunch period and including travel time from their base station to the work location and return.

Bus Operators: The normal day of school bus operators shall be the sum of the following:

The period of time necessary to make their normally assigned morning and afternoon bus runs.

The time necessary to complete the pre-trip inspection and bus cleaning as specified by the W V School Transportation Regulations.

The time required for routine travel necessitated by the regular or emergency inspection, service, and repair of the bus.

SOURCE: Board of Education Minutes

DATE: September 26, 1988 – June 18, 2001

LEGAL REFERENCE: Opinions of Attorney General 1/17/74 W V Code §18A-4-8 and §18A-4-8b.

