

## Part-Time Personnel

7.31  
(02-24-83)

In various departments of the Windham School District there is a need for personnel that work less than full time. These positions may be in any pay grade, where the need exists, and are approved by the Superintendent of Schools on an individual basis.

Any employee working less than full time shall be required to adhere to a regular work schedule established by the employee's department head and approved by the Superintendent. The established work schedule will become a part of the employee's personnel file. Any deviation from the schedule must be approved by the Superintendent of Schools. Although consideration may be given to part-time employees in setting the work schedules around a university class schedule, the work schedule will always take priority in that the duties assigned must be done satisfactorily and in a timely manner. Part-time personnel will not be granted leave without pay to attend to personal or study matters.

Part-time employees will work 20 hours per week excluding meal times and are required to complete a Monthly Time Sheet. Said form will be due in the Personnel Department immediately following the last work day each month. (see example)

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