

## **PERSONNEL SERVICES**

**Policy 4221**  
**(Regulation 4221)**  
**(Form 4221)**

### **Personnel Assignment and Transfer**

#### **Support Staff Duties, Schedules and Working Hours**

The school year and work calendars will be set annually by the Board of Education. Work hours may be changed by the administration as needed.

Regular attendance is essential in order to maintain a high quality of instruction. Support staff employees, with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.

#### **Overtime/Compensatory Time**

Employees who work overtime must receive prior authorization from their immediate supervisors.