

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

No. 504.1 B

SECTION: SUPPORT EMPLOYEES

TITLE SECRETARIAL AND CLERICAL  
EMPLOYEES

ADOPTED: JANUARY 19, 2015

REVISED:

## 504.1 B SECRETARIAL AND CLERICAL EMPLOYEES

1. The Superintendent shall recommend to the Board of School Directors the assignment and /or dismissal of secretarial and clerical employees.
2. The work periods of the secretarial and clerical employees shall generally coincide with the work periods of the persons to whom they are assigned, except as otherwise prescribed by the Superintendent of Schools and the Board of School Directors.
3. All secretarial and clerical employees shall be directly responsible to that person or persons to whom they are assigned.
4. It is the School Board's intent that all secretaries and clerical employees be present for an eight hour work day where possible. Scheduling of other acceptable work hours will be considered where practical and possible. This eight hour work day includes thirty minutes for lunch and two fifteen minute breaks. A calendar of holidays is as follows:
  - Labor Day
  - Thanksgiving Day and the following Friday
  - Christmas vacation will be two working days plus Christmas Day
  - New Year's Day
  - Good Friday
  - Memorial Day
  - Independence Day
5. Vacation periods for secretarial and clerical employees shall be recommended by the immediate supervisor with final approval by the Superintendent, except that the total vacation allotted to employees shall be approved by the Board or by negotiated agreement.

Reviewed 4/9/01, 2/20/06