

Work Hours

Applicability

This policy applies to LSS employees. SSP employees will follow the Department of Education's Work Hours Policy.

Policy

Because SSD is a state-wide school district that operates 24-hour residential facilities, operates on both a traditional school year and a year-round school year, and operates in facilities that it does not control, work hours vary drastically among employees.

The normal business hours are 8:00 a.m. to 4:30 p.m., Monday-Friday, and each School and Division Director is responsible for ensuring that someone is available to answer phones, or other communication devices, during normal business hours.

The core business hours are 9:00-3:30, Monday-Friday. Employees who do not work shift work are expected to be at work during the core business hours.

The normal and core business hours for LSDVI may be changed to Monday-Thursday during summer months.

LSDVI may be closed for full days or weeks during school breaks, including Thanksgiving, Christmas, Mardi Gras, and Easter. Employees may be required to use appropriate accrued leave, or leave without pay, during those closures.

Supervisors will inform employees of their days, hours, and work routine, and the employee's scheduled work hours will be reflected on the employee's pre-printed time sheet.

Employees may be required to work overtime.

Employees who work shift work may be moved to a different shift and/or to different off-days.

Employees who have scheduled work hours are expected to be at work, signed in, and ready to begin work at the beginning of the scheduled work hours. There is no 15-minute grace period. When an employee is not ready work at the beginning of the scheduled work hours, but is ready to work before the time that leave would be charged, the supervisor may require the employee to count accumulated late minutes, and take paid or unpaid leave for the total accumulated minutes at the end of each week. The employee may also be required to count minutes the employee leaves work early, leaves for lunch early, returns from lunch late, or extends 15 minute breaks. In addition to requiring the employee to take leave, the supervisor may propose disciplinary action and/or take other corrective action.

Breaks

When it does not interfere with the operation of the school, employees may be permitted to take a “morning” break, an unpaid “lunch” break, and an “afternoon” break.

Supervisors may determine the length and timing of the lunch break, always ensuring that students are cared for and that phones or other communication devices are covered.

Supervisors may determine the timing of the morning and afternoon breaks, which may be no more than 15 minutes. Breaks may not be used to extend the lunch period, or to arrive at work late or leave work early. Breaks may be denied if they interfere with work, including for employees who habitually extend the 15-minute allotment.

Students Under 18

Student workers who are younger than 18 must receive breaks as provided by law, including at least a 30-minute lunch break after working five hours.

Holidays

In accordance with La. R.S. 1:55B(4), if one or more holidays or half-holidays fall on a full-time employee’s regular day off, his holiday shall be the closest regularly scheduled workday preceding or following the legal holiday, as designated by the head of the agency. If the employee is required to work on the day that is designated as his holiday, the employee shall be compensated for the regular workday and with overtime compensation for working on his designated holiday.