

NEGOTIATED SCHEDULE

All Full and Part Time Staff

The immediate supervisor, generally the Center Manager or Program Manager, and the employee will work together to determine the most conducive daily schedule as it relates to the center/office hours of operations and pre-determined class time schedule of the children served in LCHS. This negotiated schedule is to also provide some flexibility with the employee in consideration of their start and ending time by taking **at least one-half (1/2) hour or one (1) hour lunch break** to be taken in the middle of the day.

**Exception to middle of the day lunch break - only the following staff may elect to take lunch at the end of the day: Cooks, Teachers; FT Associate Teachers; and FT Itinerant staff.*

*Preschool staff are to remain at least 15 minutes beyond the start/end of the class or children schedule - Teachers, Family Workers, Center Managers.

Program Year: 2019-2020

Employee Name (Print): _____

Position: _____

Work Location/Center(s): _____

IMPORTANT NOTE

****ALL SCHEDULES ARE TO BE WITHIN 7:30AM-4:30PM****

Schedules are to be determined based on center or class requirements, childrens' class time and hours of operation for individual locations. At all times consideration of any negotiated schedule will be in the best interest to serving the needs of the children and families of the LCHS program.

The above named employee and supervisor agree on the following daily schedule, Mon-Fri:

DAILY WORK SCHEDULE

Base Hours of work per week (circle one): 30hrs 35hrs 37.5hrs 40hrs

START TIME- _____ ; **END TIME-** _____

LUNCH BREAK (circle one): ½ hour 1 hour

Taken at (check one): ___ **End of Day** or ___ **Middle of Day** at: _____ *

**Per policy outlined in the Admin/Operations Manual - Lunch Break is generally taken between 11:30am-2:30pm*

This negotiated schedule will remain in effect during the above noted program year, however, can be revised on a limited basis without notice and with final approval of the Executive Director or designee.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

GUIDELINES to NEGOTIATED SCHEDULE

To be completed with all Full and Part Time staff and their immediate supervisor. The direct supervisor/Center Manager will facilitate an agreement with the employee. In all cases, the final approval will rest with the Center Manager and/or Executive Director.

NOTE: ALL SCHEDULES ARE TO BE WITHIN USUAL HOURS OF OPERATIONS: 7:30am-4:30pm
(Not earlier than) 7:30am to (no later than) 4:30pm

The need for an employee's particular position - including location, hours of work, job duties and responsibilities - has been carefully planned prior to employment and/or assignment. All employees have a base hours of work per week and are expected to work a daily schedule.

Employees will be advised of their usual work schedule at the time of hire. However, based on job responsibilities and the center/office hours of operations, an adjustment can be made to this work schedule around a lunch break and/or beginning and ending times of an employee's regularly scheduled shift.

At the beginning of each program year, the immediate supervisor and the employee will work together to determine the most conducive schedule for the employee and center operations. Adjustments can be made to an employee's schedule to cover at least a one-half (1/2) hour or one (1) hour lunch break. Once determined, this schedule will remain in effect during the program year. Final approval will rest with the Center Manager and/or Executive Director.

Employees will be expected to report to work at the beginning of their shift and leave at the end of their shift, except in the case of a child safety concern whereby necessity of the situation may require the employee to work beyond their set schedule.

Please Note: For those centers whose staff work multiple sites (i.e, Regional Nurses, Center Managers), one (1) consistent schedule will be followed once an agreement is made and signed by all parties involved.

This Negotiated Schedule is as a guide for a general working schedule; however, is changeable based on center and/or classroom need.