

**TIME SCHEDULES  
NON-INSTRUCTIONAL/SUPPORT PERSONNEL**

CLERICAL/BOOKKEEPING PERSONNEL

1. School Board Administrative Offices

All secretaries/clerks/bookkeepers employed in the administrative offices of the Terrebonne Parish School Board shall work 7.5 hours per day. The work schedule is to be approved by the Superintendent.

2. Schools

All secretaries/clerks employed in schools shall work 7 hours per day. The daily work schedule is to be established by the Principal.

CUSTODIANS

All custodians shall work 8 hours per day. The daily work schedule is to be established by the Principal.

MAINTENANCE WORKERS

Maintenance employees shall work 8 hours per day. The daily work schedule shall be established by the Supervisor of Plant Operations.

SCHOOL FOOD SERVICE TECHNICIANS

All school food service employees shall work 7 hours per day. The normal work day shall be based on the take-in and dismissal time of their work site and shall be approved by the Supervisor of Child Nutrition Programs.

BUS OPERATORS

The work schedules for bus operators shall be formulated by the Supervisor of Transportation and shall be determined by the opening and closing time of the school, or schools served by a given bus.

BUS ATTENDANTS

The work schedules for bus attendants shall be established by the Supervisor of Transportation and shall coincide with the hours during which the students are on the buses.

**NURSES**

Nurses shall work 6.5 hours per day. The daily work schedule shall be established by the Nursing Coordinator and approved by the appropriate supervisor.

**PARAPROFESSIONALS**

Paraprofessionals shall work 6.5 hours per day. The work schedule for paraprofessionals shall be determined by the opening and closing time of the school, or schools served.

**WAREHOUSE**

Warehouse employees shall work 8 hours per day. The daily work schedule shall be determined by the Warehouse Manager.

**PART-TIME EMPLOYEES**

Part-time employees shall not work more than 20 hours per week. The daily work schedule shall be established by the immediate supervisor.

Revised: December 1985

Revised: July 1998

Revised: January 2018

Revised: November 2019

Revised: August 2023

Ref: Board minutes, 12-3-85, 7-21-98, Forethought wd. revisions 1-30-18, Supervisor change 11/8/19, 9-5-23.