

Nutrition Services Employees

Annual Work Schedules: The following table defines the number of duty days required for the respective number of scheduled months of employment with the district.

Career Area or Position	Months Employed During School Year					
	12	11.5	11	10.5	10	9
Nutrition Services Attendants	-	-	-	-	176	-
Nutrition Service Team Leaders and Nutrition Trainees	-	-	-	-	178	-
Café Managers – Secondary	-	-	212	-	-	-
Nutrition Services Operation Managers	260	-		-	-	-

Daily Work Schedule: Requires employees to work the number of hours per day shown in the table.

Position	Daily Work Schedule
Nutrition Services Attendant	4 hours daily guaranteed
Nutrition Services Team Leaders Nutrition Services Attendant Trainees	7 ½ hours daily
Café Managers – Secondary	8 hours daily
Hourly Nutrition Services Attendant	hours as needed*

Note: Assignments vary for Hourly Nutrition Services Attendants as needed.

Time & Attendance System: TimeClock Plus (TCP):

The District's new Time & Attendance System will be implemented in multiple phases and is expected to be completed in FY24.

All campuses/locations need two-time recorders since no one can enter or modify their own time.

Non-Exempt Employees

Non-exempt employees (hourly and salaried non-exempt) must clock in and out each day, including clocking in and out for lunch. Morning and afternoon breaks cannot be combined with lunch. Note that lunch is unpaid time, and the 15-minute breaks are paid time. Campus staff may choose a schedule with either a 30-minute lunch or a 60-minute lunch. Non-campus staff must take a 60-minute lunch except during the 40/4 schedule in the summer months.

All time worked by non-exempt staff must be compensated. Overtime should be pre-approved.