

**POLICY - EMPLOYEE WORK SCHEDULES**

**5150**

The Superintendent shall determine the work schedules of district employees. Work schedules shall comply with employee group contractual provisions.

Requests for work schedules other than normal district work hours may be approved by the Superintendent or designee. Such requests will be considered in conjunction with the following criteria:

1. There should be a clear and defined increase in the effectiveness of the work unit.
2. Each request for an alternative work schedule will be considered independently, with none serving as a precedent for others.
3. Bases for alternative work schedule requests may include:
  - a. Continuing education and training which are work related.
  - b. Continuing education and training for personal development.
  - c. Personal situations which are unique, critical and/or temporary.

Requests for alternative schedules for individuals shall be considered and reviewed annually.

The Superintendent/designee may discontinue the alternative schedule as necessary for the benefit of the District.

The Superintendent shall develop procedures as necessary for the consideration and approval of alternative work schedules.

Adopted: January 22, 1990

Amended: January 19, 2010

North Thurston Public Schools  
Board of Directors