

### EMPLOYEE ASSIGNMENT

In order to serve the best interests of students and the educational program, the Blue Oak Charter Council authorizes the Executive Director to assign certificated and classified personnel to positions for which their preparation, certification, professional experience, and aptitude qualify them.

Certificated teachers shall be on duty and available at their respective stations by 7:45 a.m. (refer to individual contracts for any exceptions) and be on site until 3:15 pm.

Classified employees work schedule shall be defined during the hiring process and be included in the employee-employment contract agreement and placed in the personnel file.

BOCS reserves the right to modify an employee's work schedule, including the starting and ending time, and the number of hours worked if necessary.

Non-exempt employees are provided with at least a thirty (30) minute meal period, to be taken approximately in the middle of the workday.

All employees, whether exempt or nonexempt, are expected to arrive at work on time. Absences of more than three consecutive days may require documentation, such as a doctor's note. Excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the school. Any absence without notification to BOCS can be considered a voluntary resignation from employment.

It is required of exempt and nonexempt employees to report their absence on the online system used by BOCS. All absences should be entered prior to 6:30 am the day of the absence.