

**Policy**

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LOAD/SCHEDULING/HOURS OF EMPLOYMENT

The periods of work required of the noninstructional staff shall be clearly specified to insure the smooth and regular operation of the school district.

Where not otherwise specified in the terms of a collectively negotiated agreement, the board reserves the right to specify the working hours for noninstructional employees.

The superintendent shall apply uniformly throughout the school of this district, except as otherwise specified in this policy, the working periods for noninstructional employees designated by the board.

When the expectation is that a noninstructional substitute or part-time employee will be working 30 hours a week, such as filling a long term leave of absence, benefits shall be provided after 90 days of employment to be in compliance with the requirements of the Patient Protection and Affordable Care Act.

If the noninstructional substitute or part-time employee is not part of the bargaining unit, the district is under no obligation to provide benefits negotiated by the union and may provide individual coverage.

Adopted: January 30, 2007  
NJSBA Review/Update: September 2016  
Readopted: February 28, 2017

Key Words

Schedule, Load, Work Day, Work Week, School Day

**Legal References:** N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher  
N.J.S.A. 34:13A-1 et seq. New Jersey Employer-Employee Relations Act  
N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

The Patient Protection and Affordable Care Act, Pub. L. 111-148, March 23, 2010

42 U.S.C.A. 2000d - 2000d4 - Title VI of the Civil Rights Act of 1964

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act

34 CFR 200.1 to 200.89 - Part 200

34 CFR Part 204

**Possible**

**Cross References:** \*2224 Nondiscrimination/affirmative action  
\*3220/3230 State funds; federal funds  
\*4111 Recruitment, selection and hiring

LOAD SCHEDULE AND HOURS OF EMPLOYMENT (continued)

|                |  |
|----------------|--|
| *4111.1/4211.1 | Nondiscrimination/affirmative action                           |
| *4131/4131.1   | Staff development; inservice education/visitations/conferences |
| *5145.4        | Equal educational opportunity                                  |
| *6121          | Nondiscrimination/affirmative action                           |
| *6141          | Curriculum design/development                                  |
| *6145          | Extracurricular activities                                     |
| *6160          | Instructional services and resources                           |
| *6171.3        | At-risk and Title 1  |
| *6171.4        | Special education  |

\*Indicates policy is included in the Critical Policy Reference Manual.