

Alachua County Public Schools Food and Nutrition Services

Education Support Professionals

Start Time/Breaks/Lunch Time

2017 - 2018

Date _____

Dear _____

For those returning, welcome back and for those new to the Food and Nutrition Services, Welcome! As we plan for another exciting school year, it is important that we set up a daily schedule that meets the needs of our school.

Your work day is _____ hours.

Your work day begins at _____ A.M.

Your lunch is from _____ A.M. to _____ A.M.

Your work day ends at _____ P.M.

Personal cell telephone use by ESP's is prohibited during the during the work day except on scheduled rest and/or lunch break(s), or in an emergency situation (X7, p.20).

An employee may use up to six (6) days of sick leave as personal leave with pay. The employee will make a good faith effort to notify his supervisor or his designee at least twenty-four (24) hours prior to taking such leave. Such leave will not be used to extend a school holiday or weekends except in unusual situations or with a two weeks' notice. Employees will not take personal leave, except in unusual situations, during the first and last week of the student school year or during standardized testing (XIV3B, p. 43).

Normally, you will have no less than a 30 minute uninterrupted unpaid meal time.

Manager Date

Employee Date