

**RIGHTS, RESPONSIBILITIES AND DUTIES**

**Work Day**

Regular classified employees serve 75 percent or more time on a regular basis for the school year.

Substitute and short-term employees, employed and paid for less than 75 percent of a school year, shall not be a part of the classified service. Part-time playground positions, full-time day students employed part time, apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment shall not be a part of the classified service.

Classified employees who work a minimum of three and one-half hours per day but less than seven hours per day shall be entitled to one 15-minute break or rest period per day.

Employees working a minimum of seven hours or more per day shall be entitled to two 15-minute breaks or rest periods, occurring in the middle of each work period.

Authorized rest period time shall be counted as hours worked for which there shall be no deductions from wages. Rest period time cannot be accumulated for credit.

**Personal Conduct**

All employees having access to information of a confidential nature regarding the children of the District or of other District employees, or other information of a confidential nature are enjoined from releasing such information to any person unless pursuant to the rules and regulations of the Governing Board and the Superintendent.

Employees shall maintain a courteous and helpful attitude in their contacts with the public.