

RESOURCES

STAFF

Additional Conditions of Employment: Custodial I & II/ Secretary I & II-School Term (219 Days Employed)

- Work the same scheduled work days as your building administrator.
- Work hours, including a scheduled 30-minute unpaid meal break if applicable, are set by your area director and building administrator to align with your employment responsibilities.
- If you are a custodian, attend custodial training as notified by your area director.
- Be present at your school for five work days, at your regular hours, following the last day of school to provide secretarial or custodial services as applicable.
- The number of days in the 219-day employment period for school term secretaries and custodians working three hours or more per day is based upon:
 - ★ 180 school-session days
 - ★ Nine days preceding the beginning of the term for preparations to open school
 - ★ Four staff workdays when students are not in attendance
 - ★ 21 scheduled school holidays
 - ★ Five additional employment days following the last day of the school session.
- If you are employed with a contract bus company and Missouri Schools for the Severely Disabled (MSSD), or you provide transportation services as a private contract driver, you must use one of the following ways to adjust your work hours:
 1. Submit leave requests to use annual leave for the 8:45-9:00 a.m. and/or the 3:00-3:15 p.m. time periods worked for the bus company, or as a private contract driver, that overlap the scheduled MSSD work hours for your position. For this choice to be approved, you must have sufficient annual leave accrued to cover the leave time needed throughout each pay period. There will be no projected annual-leave balance available to cover this leave. **OR**
 2. Request that the employment hours and wages for your position be adjusted downward to eliminate the MSSD employment time that occurs while you are employed by the contract bus company. Changes in employment hours with the contract bus company or private contract driver can only occur at the beginning of a pay period.
- This request should be submitted in writing to your building administrator before changing employment hours.
- If you are employed with a contract bus company and MSSD, or you provide transportation services as a private contract driver, you must take annual/unpaid leave for time not in attendance at school on days that students are dismissed at noon for a staff workday. After the bus route ends for the day, you may return to school to participate in staff activities to conclude the day or take annual/unpaid leave. Your ending work time may not exceed the established, regular ending work time.
- If you are employed as a bus driver or bus attendant for MSSD, you must return to school after the bus route ends to participate in staff activities to conclude the day or take annual/unpaid leave. Your ending work time may not exceed the established, regular ending work time.
- Any authorized additional time worked must be accurately recorded on a time sheet to be submitted at the close of the pay period.



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
P.O. Box 480; Jefferson City, MO 65102-0480 • Phone: (573) 751-4427

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966. Information concerning other available resources, programs, etc., is not to be construed as an endorsement by Missouri Schools for the Severely Disabled for any specific product, organization or philosophy.