Alachua County Public Schools Food and Nutrition Services

Education Support Professionals

Start Time/Breaks/Lunch Time

2016-17

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 workday is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours.

Your workday begins at \_\_\_\_\_\_\_\_\_\_\_\_ a.m.

Your lunch is from \_\_\_\_\_\_\_a.m. to \_\_\_\_\_\_\_\_ a.m.

Your work day ends at \_\_\_\_\_\_\_\_\_\_\_\_\_ p.m.

Your immediate supervisor is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal cell telephone usage by ESP’s is PROHIBITED during the workday except on lunch breaks or in a true emergency.

ESP employees will NOT take personal leave, except in unusual situations during the first and last week of the student school year or during the FCAT testing.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date