

OCMBOCES * Part Time Employee Weekly Work Schedule*

*Form to be included with New Hire Paperwork.

Start : : : : : : : : : : : : : : : : : : :	▲ Employee's Name (please print) A Percent FTE						
End : : : : : : : : : : : : : : : : : : :		Monday	Tuesday	Wednesday	Thursday	Friday	
Meal Period* Y/N Y/N Y/N Y/N Y/N Y/N Y/N Y/I Location Indicate if work day includes 30 minute unpaid meal period. 30 minute unpaid lunch period is requiremployee works 5 or more hours per day. Supervisor Work Location Day Full Time Equivalent Work Do (including meal period) Monday Tuesday Wednesday Tuesday Wednesday Thursday Friday Friday Program Administrator Oved by: Assistant Superintendent Personnel Department Oved by: Assistant Superintendent	Start	_:			_:_		
Location Indicate if work day includes 30 minute unpaid meal period. 30 minute unpaid lunch period is require employee works 5 or more hours per day. Supervisor Work Location Day Full Time Equivalent Work Dock (including meal period) Monday Tuesday Wednesday Thursday Thursday Thursday Friday Program Administrator Towed by: Assistant Superintendent Towed by: Assistant Superintendent The program Administrator Thursday Assistant Superintendent Thursday Assistant Superintendent Thursday Reviewed by: Reviewed	End	<u>.</u>			:	:	
Indicate if work day includes 30 minute unpaid meal period. 30 minute unpaid lunch period is requiremployee works 5 or more hours per day. Supervisor Work Location Day Full Time Equivalent Work Doc (including meal period) Monday Tuesday Hours Monday Tuesday Hours Minutes Thursday Thursday Friday Friday Personnel Department roved by: Assistant Superintendent Toved by: Reviewed by: Reviewed by: Reviewed by: Reviewed by: Personnel Department Reviewed by:	Meal Period*	Y / N	Y/N	Y/N	Y/N	Y / N	
Supervisor Work Location Day Full Time Equivalent Work Do (including meal period) Monday Tuesday Hours minutes Wednesday Thursday Friday Friday Program Administrator roved by: Program Administrator Reviewed by: Reviewed by: Reviewed by: Reviewed by:	Location						
Work Location Day (including meal period) Monday Tuesday Wednesday Thursday Thursday Friday Friday Reviewed by: Program Administrator Reviewed by: Reviewed by: Reviewed by: Reviewed by: Reviewed by: Reviewed by:	Supervisor			▲ Date			
Tuesday Tuesday Wednesday hours minutes Wednesday hours minutes Thursday Friday Friday Reviewed by: Program Administrator Oved by: Assistant Superintendent Oved by: Reviewed by:	Work Location			Full Time Equivalent Work Day Day (including meal period)			
Wednesday				Monday		minutes	
Thursday Friday Reviewed by: Program Administrator Assistant Superintendent Froved by: Reviewed by:				Tuesday		minutes	
Friday Reviewed by: Program Administrator Personnel Department roved by: Assistant Superintendent Reviewed by: Reviewed by: Reviewed by: Reviewed by:				Wednesday		minutes	
hours minutes Proved by: Reviewed by: Program Administrator Personnel Department roved by: Assistant Superintendent roved by: Reviewed by:							
Program Administrator Personnel Department broved by: Assistant Superintendent Personnel Department Reviewed by:				Thursday	hours	minutes	
Assistant Superintendent Troved by: Reviewed by:							
Assistant Superintendent proved by: Reviewed by:							
proved by: Reviewed by: Payroll Department	proved by:Program A	dministrator		Friday	hours hours	minutes	
	roved by:			Friday	hours hours	minutes	

Revised: 03/01/24