

**Subject: Full Time Employment Policy**

**Effective Date: March 09, 2007**

**Approved By: Board of Directors**

**Policy:** It is the policy of Julian Charter School to offer full time employment and benefits to those employees who work an average of thirty (30) hours per week or more, and to certificated teachers who maintain a 75% full-time equivalency or higher.

**Procedure:**

1. Only certificated teachers who begin the school year as a 75% or higher FTE will be eligible to start as full-time teachers.
2. If a full time employee drops below the 30-hour-per week average or the 75% FTE for two consecutive months, the Human Resources Director will notify the employee that their status is changed to part-time.
3. The change will be effective following the next consecutive pay date after notice is given.

Original Policy 04/17/02

Revised Policy 03/09/07