

Paraeducator FAQs

Q1: Do I need to clock in and out for lunch?

Yes. If your lunch break is interrupted due to an emergency or task assigned by your supervisor, you will be compensated for that time. Otherwise, you should be clocking in and out daily for your duty-free lunch break. Any time worked beyond what is listed on your Letter of Assignment should be pre-approved by your supervisor whenever possible.

Q2: If there is a late start or an early out, do I get to make up the time missed?

No. Paraeducators are assigned to support students. Per the Letter of Assignment, it may be required to make up missed professional development (PD) hours on another day.

Q3: If there is a late start or an early out and I had already planned on being absent for the day, will my leave be adjusted to reflect the shorter day?

Yes. Your leave will reflect the amount of time you were expected to work that day.

Q4: Can I use “comp time” instead of sick, family sick, or personal leave?

No. Paraeducators are compensated for the hours actually worked. If your hours worked equals more than 40 in one week (Sunday-Saturday), then you will be compensated at 1.5 times your regular rate of pay for anything in excess of 40 hours.

Q5: When am I eligible for overtime pay?

Overtime compensation is paid when actual hours worked exceed 40 hours in one work week (Sunday-Saturday). Paid leave is not considered hours worked.

Q6: Can I skip my lunch if there was a late start or early out due to weather?

This is at the discretion of your principal, who will determine if there is a legitimate business purpose related to your job duties. Permission needs to be obtained in advance.

Q7: What is the minimum leave increment permissible?

The minimum increment of leave deducted is one hour.