

## PROFESSIONAL STAFF TIME SCHEDULES

### Work Year

The working year for the teaching staff will be set forth on the school calendar and will include at least the number of teaching days and in-service days required by the State Board of Education. Although staff members are expected to be on official duty only for the teacher-employment year, the Board anticipates that they will work such additional days as are necessary before or after school or during school recess periods to carry out the responsibilities of their positions.

The annual work schedule of administrative and supervisory personnel will be established in their contracts.

### Working Hours

In general, the Board expects its certified staff, including both teachers and administrators, to observe at least an eight-hour working day. Building administrators will establish the excepted arrival and departure times for staff members in their buildings. These hours will be set so that staff members arrive at school in advance of students and remain after school the necessary length of time to meet with individual students, parents, faculty committees and meetings, provide for the safety and security of all students and to carry out other responsibilities of their positions.

### Lunch Period

All employees will be allowed time to eat lunch, but will be considered on duty and may be assigned to supervision duties required to provide supervision of students during this period.

Adopted:      October 4, 1994  
Revised:      October 13, 2015