

LICENSED EMPLOYEE WORKDAY

The regular workday **for licensed employees** shall be determined by the administration and approved by the board. The regular **licensed** employee in-school work day for full-time employees shall consist of eight consecutive hours per day starting at 8:00a.m. and ending at 4:00p.m. On Fridays and days preceding holidays or vacation periods, the work day shall end following the departure of buses from the school.

Licensed employees shall not be required to report more than one-half hour before or remain after busses have departed on occasions of amended student attendance hours because of inclement weather. **Licensed** employees shall not be required to report when student attendance is cancelled because of inclement weather.

Licensed employees are to be in their assigned school building during the workday. Advance approval to be absent from the building must be obtained from the principal whenever the licensed employees must leave the school building during the workday.

The building principal is authorized to make changes in the workday in order to facilitate the education program. These changes shall be reported to the superintendent.

The workday outlined in this policy is a minimum workday. Nothing in this policy prohibits licensed employees from working additional hours outside the workday.

Legal Reference: Iowa Code 20; 279.8 (1991)

Cross Reference: 200.3 Powers of the Board of Directors
200.4 Responsibilities of the Board of Directors

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