

Code No. 405.5 LICENSED EMPLOYEE WORK DAY

The work day for licensed employees will be an 8-hour work day between the hours of 7:45 a.m. and 4:00 p.m. Friday workday will be from 8:00 a.m. and 3:45 p.m. Licensed employees who are employed only during the academic year will have the same work day as other licensed employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

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

The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes are reported to the superintendent.

The work day outlined in this policy is a minimum work day. Teachers shall be required to attend and participate in faculty meetings, in-service meetings, and other supervisory activities assigned by the administration. Notice of a meeting outside of a normal day shall be given to the teachers involved at least two days prior to the meeting except in the case of an emergency as determined by the administration.

The requirements stated in the Employee Handbook between employees in that certified collective bargaining unit and the board regarding work day of such employees will be followed.

Legal Reference:

Iowa Code §§ 20 ;279.8 (2003).

Cross Reference:

200.3 Powers of the Board of Directors

First Reading: July 18, 2018 Second Reading: August 20, 2018