

## LICENSED EMPLOYEE WORK DAY

The workday for licensed employees shall be eight hours as determined by Master Contract and building schedule. "Day" is defined as one workday regardless of full-time or part-time status of an employee.

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

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

The requirements stated in the Employee Handbook regarding workday of such employees will be followed.

Legal Reference: Iowa Code §§ 20; 279.8 (2011).

Cross Reference: 200.2 Powers of the Board of Directors

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