

## CERTIFICATED EMPLOYEE WORK DAY

Certificated employees who are employed only during the academic year shall have the same work day as other certificated employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Teachers will be on duty a minimum of eight hours a day unless excused by the Superintendent. Teachers will have a minimum of one-half hour for lunch.

Teachers will be on duty from 8:00 A.M. until 4:00 P.M. unless excused by the Superintendent or Principal.

Other duties or assignments may be made by the administration as needed.

It is recognized by the Board of Education that teachers have certain inherent responsibilities that fall outside the school day. The administration may assign reasonable related tasks to certified personnel, as the supervisor deems necessary. Certificated 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 certificated employees must leave the school building during the work day.

Each teacher will be primarily responsible for the discipline of all children under his/her assignment.

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

The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits certificated employees from working additional hours outside the work day.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding work day of such employees shall be followed.

Cross Reference: 201.01 Board Powers and Responsibilities

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_