

Personnel - All EmployeesDuty Hours of Employees

- A) Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. On student days, work hours shall be a minimum of 8 1/2 hours per day, which shall overlap with the regular school hours. On non-student days, work hours shall be a minimum of 8 hours per day.
- B) It is understood and agreed that the daily work schedule of instructional staff members shall be determined by the District. The workday may be varied as necessary by the District to meet the District's requirements. The normal workday shall consist of eight and one-fourth (8 1/4) hours and normally will be from 7:30 a.m. to 3:45 p.m. Staff members will confer with their principal for a variance from the normal schedule. On days when school is dismissed because of inclement weather or other emergencies or on days immediately preceding scheduled holidays, the instructional staff member's day may end 10 minutes after the end of the pupil's school day.
- C) All other staff shall be on duty as determined by the Superintendent.
- D) No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Adopted: July 11, 2005

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