

RANCHO SANTA FE SCHOOL DISTRICT

Board Policies Covering All Certificated Employees

Board Policy No. 4104: HOURS OF EMPLOYMENT

- A. A full-time certificated employee shall work the number of days specified in the member's individual offer of employment form.

- B. The workday for full-time certificated employees shall be eight [8] hours per day except on days of student study team, staff meetings or other meetings requiring teacher attendance. Effective July 1, 2000, an employee, with prior notice to the Superintendent or Principal, may arrive at work fifteen (15) or less minutes early and thus depart early at the end of the work day after completion of the required length of the work day. This "early" option may not be utilized by an employee to miss staff meetings, IEP's, parent conferences, or any other required meetings or professional duty that would compromise the instructional day for pupils. Employees who utilize this "early" option will notify the school office of their arrival and departure times.

- C. A full-time certificated employee shall have at least a thirty (30) minute duty-free lunch period during the eight hour work day.

- D. A full-time certificated employee who directly supervises or teaches pupils is to be on duty thirty (30) minutes before and after the employee's assigned supervision or teaching responsibilities.

- E. A full-time certificated employee is required to attend all faculty meetings, parent-teacher meetings, and back-to-school and open house meetings.

- F. There shall be enough instructional minutes at each grade level to meet the requirements in Education Code sections 46200-46203.

Legal Reference:

Education Code sections 35160, 35160.1

Date Policy Adopted By The Board: September 6, 1990

Date Policy Revised By The Board: February 9, 2000; January 13, 2005