

Duty Hours of Employees

1. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
2. Length of School Day: The teacher workday shall be eight (8) hours, 8:00 am – 4:00 pm.
3. Teachers shall have a one half hour duty-free lunch period. As a normal daily routine, teachers who work in the same building both before and after their duty-free lunch period, are to remain on the school campus during their duty-free lunch period. In the event that a teacher wishes to conduct business or run other necessary errands off campus during his/her one half hour duty-free lunch period, he/she should receive prior permission from their building administrator and notify the office upon his/her departure.

Administrators who will be absent from their building(s) should also leave word with their respective building office(s) prior to their departure. Administrators are expected to remain on the school campus during their lunch period, with exceptions for absence for meetings, appointments, and other necessary tasks to conduct their school duties.

4. All other staff shall be on duty as determined by the Superintendent.
5. 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.

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