

RESCIND

CERTIFIED STAFF TIME SCHEDULES

FILE: GCJ-R

Staff shall be assigned to assure contact with the Board of Education offices and school offices at all times during the scheduled hours.

A thirty-minute lunch period is included in the eight-hour day for employees whose lunch is a part of the work day. One hour is the maximum and thirty minutes the minimum lunch period for employees whose lunch is not included in the eight-hour day.

During non-student teacher workdays, principals may use discretion in scheduling work hours for teachers which begin prior to and/or end later than regular work hours when the principal has determined it is in the best interest of the school program for teachers to be involved in non-instructional school activities during regular work hours.

Principals shall extend their work day and that of teachers when it has been determined by the principal that an extension is necessary in order to accomplish the purposes of faculty meetings and/or staff development activities.

Principals and other administrators/supervisors shall develop and implement procedures for notifying employees of any schedule changes necessary for the operation of schools during bad weather.

Principals and other administrators/supervisors are responsible for keeping accurate employee time records and submitting these to the School Board's Business Office for each payroll period.

Approved by Board
and effective 8/11/82
Revised 2/13/89