

## CERTIFICATED EMPLOYEE WORK DAY

The work day for certificated employees shall begin each day of the school year at a time established by the superintendent. 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.

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.

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 superintendent of schools or the school principal may on occasion require teachers to be on duty beyond the normal scheduled work hours to discharge professional duties related to such activities as committee assignments, student staffing, and parent conferences. Teacher attendance and supervision responsibilities may also be required at evening events such as open houses and scheduled activities. These assignments will be distributed on as nearly an equal basis as possible.

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.

When school is canceled for student instruction because of inclement weather, and after all paid snow day allowances have been used, the following staff should make reasonable efforts to report for work unless otherwise directed by the superintendent: superintendent, school principal, secretaries, custodians, and maintenance staff. If school is canceled during the day because of inclement weather, personnel not listed above may be released after students have been excused and accounted for.

Personnel who miss work due to inclement weather after the snow day allowance has been used will be considered absent and will not be paid.

If classes are not held for an extended period of time and some students request to work on school projects or activities in spite of the inclement weather, the school principal may arrange for sponsors to be present to supervise the students. Under no circumstances will sponsors hold organized activity practice or request some students to be in attendance if school is not in session.

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.

Approved July 14, 2014      Reviewed \_\_\_\_\_ Revised \_\_\_\_\_