

## LICENSED EMPLOYEE WORK DAY

The workday for licensed employees shall begin each day of the school year at a time established by the superintendent. Licensed employees who are employed only during the academic year shall have the same workday as other licensed employees. "Day" is defined as one workday regardless of full-time or part-time status of an employee.

The policy regarding the length of the school day shall be implemented by the principal of each building with the principal having authority to make minor changes as practical, reporting these changes to the Superintendent. In making changes, all principals must observe regulations pertaining to the length of the school day as set out in a collective bargaining agreement.

Licensed employees are to be in their assigned school building during the workday. Advance approval to be absent from the school building must be obtained from the principal whenever the licensed employees must be absent from the school building during the workday.

The workday outlined in this policy is a minimum workday. Nothing in this policy prohibits licensed employees from working additional hours outside the workday.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding workday of such employees shall be followed.

Legal Reference: Iowa Code §§ 20; 279.8 (1995).

Cross Reference: 200.2 Powers of the Board of Directors

Approved: Feb. 11, 1985  
Reviewed: Aug. 24, 2005  
Revised: Feb. 10, 1997