

## PROFESSIONAL STAFF TIME SCHEDULES

### Administrators

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

Administrator work days will be coordinated by the superintendent.

The work year for administrators will be established individually through their contracts.

### Teachers

Generally, the working day for teachers shall begin at 7:45 a.m. and end at 3:45 p.m. with exceptions as outlined in the negotiated agreement.

Every effort will be made by the administration to provide a uniform work day for teachers at the various levels. The working day will include at least a 30 minute duty free lunch period, except for assignments made necessary by exigent circumstances, such as inclement weather.

The work year for teachers will be established in connection with the Board's adoption of the school calendar.

(Adoption Date: November 22, 1982)

(Revision Date: April 25, 2005)

(Revision Date: February 23, 2009)

CONTRACT REF.: Negotiated Agreement, Article XII.