



Code No. 405.5

LICENSED EMPLOYEE WORK DAY

The workday for licensed employees will begin each day of the school year at a time established by the superintendent. Licensed employees who are employed only during the academic year will 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.

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 leave the school building during the workday.

The administration is authorized to make changes in the workday in order to facilitate the education program. These changes are reported to the superintendent.

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 will be followed.

Legal Reference: Iowa Code §§ 20; 279.8 (2005).

Cross Reference: 200.2 Powers of the Board of Directors

Approved: May 1, 1997

Reviewed: December 13, 2018

Revised: January 16, 2019