

Policy 405.05: Licensed Employee Work Day**Status:** ADOPTED**Original Adopted Date:** 01/08/1968 | **Last Reviewed Date:** 07/08/2024 | **Last Revised Date:** 4/13/2020

The work day 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 work day as other licensed employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Licensed 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 licensed 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 are reported to the superintendent.

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

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding work days of such employees will be consulted along with policy.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 20; 279.8.

I.C. Iowa Code

Iowa Code § 20

Description[Collective Bargaining](#)

Iowa Code § 279.8

[Directors - General Rules - Bonds of Employees](#)**Cross References****Code**

200.02

Description[Powers of the Board of Directors](#)