

Staff Personnel  
400 Series

LICENSED EMPLOYEE WORK DAY  
Code No. 405.5

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 day regardless of full-time or part-time status of an employee.

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

The building principal may recommend changes in the workday and is authorized to make changes within the established workday in order to facilitate the education program. These changes shall be 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.

Requirements stated in the master contract or master agreement between licensed employees in a duly recognized bargaining unit and the Board regarding the workday of such employees shall be followed.

Legal Reference: Code of Iowa 20; 279.8 (1997)

Adopted: 07/12/84

Reviewed: 05/17/21