

SAYDEL COMMUNITY SCHOOL DISTRICT

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 employee must leave the school building during the workday.

The building principal is authorized to make changes within the workday in order to facilitate the educational program.

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

Legal Reference: Iowa Code §§ 20; 279.8.

Cross Reference: 200.2 Powers of the Board of Directors

Approved: 2-17-97

Reviewed: May 2018

Revised: May 2018