

**Section 400 – Personnel**  
**Certificated Employees - General**  
**Certificated Employee Work Day**

**File: 406.05**

The general work day for teachers shall be arranged and scheduled by the administration within the limitations of school facilities and requirement of state law. The superintendent of schools or building principals may on occasion require teachers to remain on duty beyond the normal scheduled work hours to discharge professional duties related to such activities as committee assignments, student staffing, and parent conferences. Teacher attendance and supervision responsibilities may also be required at evening events such as open houses and scheduled activities. These assignments will be distributed on as nearly an equal basis as possible.

The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes shall be reported to the superintendent.

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

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding work day of such employees shall be followed.

Cross Reference: 201.01 Board Powers and Responsibilities