

Professional Staff Schedules and Calendars

The following procedures shall govern the time schedules of instructional personnel:

1. The work year for regular, full-time instructional employees employed on a school-year basis shall be 183 days (186 for employees in their first year of employment with the district). Student-teacher contact and instructional days shall be specified according to the approved school calendar. Remaining contract days shall be used for inservice training, curriculum development, parent communication, or designed work days. Two days shall be designated as work days.

If the Board declares a fiscal emergency during the budget year as allowed by state law, it may alter the work year of all employees.

2. Generally, the working day for these employees shall begin one-half hour before and end one-half hour after the school day established for students by the district.
3. Reasonable efforts shall be made by the administration to provide a uniform work day for employees where this is practical and consistent with the safe and efficient administration of the schools.
4. The work day shall provide opportunities for duty-free lunch and instructional planning.

Adopted by the superintendent: September 26, 2012

Revised by the superintendent: May 24, 2017

Revised and recoded by the superintendent: July 17, 2019

LEGAL REF.: C.R.S. 22-44-115.5 (2)

CROSS REFS.:

Board policy:

EL-12, Staff Treatment

Administrative policies:

DBK*, Fiscal Emergencies

GBDA, Board-Staff Meet and Confer

IC/ICA, School Year/School Calendar/Instruction Time