

## **Professional Staff Schedules and Calendars**

The following policies 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 178 days. 170.5 days for secondary and 168.5 for elementary shall be planned student-teacher contact and instruction days; the remainder days shall be used for district and building orientation, inservice training or curriculum development.

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 be determined by the school day established for students and by the instruction and activity schedules set up by the principal.
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 for a one-half hour duty-free lunch period.

Revised: June 2007

Adopted: CASB Overhaul 2014

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

CROSS REFS.: DBK\*, Fiscal Emergencies  
IC/ICA, School Year/School Calendar/Instruction Time