

### **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 151 days. A minimum of 144 days shall be planned student-teacher contact and instruction days; six 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, except where reasonable duties are assigned where adequate supervision of students is required.

Adopted: date of manual adoption

Revised: May 11, 1993

Revised: April 10, 2018

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

CROSS REFS.: [DBK\\*](#), Fiscal Emergencies

[IC/ICA](#), School Year/School Calendar/Instruction Time