

## **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 set by the Board of Education each year.
2. 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.
3. 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.
4. Every effort 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.
5. The work day shall provide for a one-half hour duty-free lunch period.

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

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

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