

**GBR Work Schedule (See JGFB)**

**GBR**

Licensed personnel must be at their assigned area during each duty day. Any teacher who finds it necessary to leave while supervising students shall first secure approval from the principal. Building and playground assignments shall be made by the principal.

Work Schedules

The minimum length of the school day for licensed and professional staff shall be defined in applicable handbooks. Unless otherwise specified therein, the school day shall start for instructional staff 30 minutes before all classes and/or planning periods begin and shall continue for 30 minutes after all classes and/or planning periods end. Work schedules for other employees shall be defined by the superintendent consistent with the Fair Labor Standards Act (FLSA) and the provisions of this policy.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in district policy. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Approved: 7/16/2015

KASB Recommendation – 2/98; 9/00; 11/04; 4/07; 2/14