

Personnel Assignments and Transfer

Duties, Schedule, and Working Hours: Certified Staff

Normal Working Day of a Professional - Members of the certified/professional staff are expected to be on duty 15 minutes before the beginning and 15 minutes after the close of the students' day.

It is recognized that professional duties and responsibilities extend beyond the student contact hours to include time for such activities as additional planning and evaluating, meetings, professional growth, parent conferences, sponsoring activities and participation in Open House and PTO meetings, if needed. These professional tasks will be equitably shared so that no staff member is given undue burdens.

Faculty Meetings - Faculty meetings will be limited to Mondays unless the building administrator receives approval from the Superintendent to change the meeting day. Such changes should be made on an emergency basis only, or by mutual agreement of the administrator and the staff. Monday staff (faculty) meetings will not exceed one hour and fifteen minutes beyond the normal contract day. No faculty meetings will be held the week of parent/teacher's conferences or the week of Open House.

Early Release Days will be held for the purpose of providing release time for building-level professional development activities. The sessions will begin fifteen (15) minutes after student dismissal and will conclude no later than one (1) hour after the regular contract day. Early Release Days are not intended to preclude the scheduling of District-wide staff development activities.

Staff members performing services required by an extra duty contract will be excused from staff meetings, provided such services conflict in schedule with a scheduled meeting.

It is further acknowledged that all professionals, including classroom teachers, counselors, librarians, art and music specialists, reading specialists, and physical education teachers, normally work at their routine daily tasks longer than scheduled student contact hours.

Snow/Emergency Days

In the event that schools are closed due to snow or inclement weather, certified/professional staff are not expected to report for work.

Duty Free Lunch

All certified/professional staff shall be scheduled for an uninterrupted duty-free lunch period of at least 25 minutes daily. When temporary, unanticipated emergency situations arise, staff may not receive the full 25 minutes.

The scheduling of lunch periods shall be determined by the building administrator or supervisor. Staff members may leave the school building during such periods; however, clearance must be made through the building principal or his/her designee and a prompt return to assigned duties is mandatory.

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University City School Board