

## 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 between 165 and 185 days. A minimum of 165 days shall be planned student-teacher contact and instruction days; a minimum of days shall be used for district and building orientation, in-service training or curriculum development at the start of the school year, and additional days of training and in-servicing may be scheduled in the summer.

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.

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

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