

POLICY—410.3—HOURS OF WORK (LICENSED)		
	<i>DISTRICT CODE:</i> 410.3	<i>ADOPTED:</i> 5.10.2016 (NEG)
	<i>RESCINDS:</i> GCLA	<i>ADOPTED:</i> 5.21.14
BOARD POLICY		
<ol style="list-style-type: none"> 1. It shall be the policy of the Board to establish the length of the working day for all employees. The length of working days may vary for different categories of employees. The Board delegates to the District Administration the responsibility of determining the working hours for all employees. 2. The Board believes that all teachers should be provided a duty-free lunch period and directs the District Administration to administer the duty-free lunch regulations. 		
	<i>ADMIN-REG:</i> 410.3-1	<i>APPROVED:</i> 5.10.2016
ADMINISTRATIVE REGULATION—410.3-1: (Administrative Responsibility)		
<p>The immediate supervisor or school principal shall have the responsibility of scheduling the hours of work for individual employees to conform to the requirements within each position. This will be done within the following regulations:</p> <ol style="list-style-type: none"> 1. Licensed personnel assigned to the local schools are expected to be at school for eight hours which includes at least 30 minutes prior to and 30 minutes after the student day. 2. Licensed personnel working on a part-time basis will have their hours determined by the school principal or immediate supervisor in cooperation with the Director of Human Resources and approved by the Superintendent. 3. Itinerant licensed personnel assigned to the various local schools shall work a number of hours comparable to other licensed personnel. 4. Licensed personnel may not perform work for or receive compensation from another employer during contract time with Canyons School District. 5. Hours of work that job share and part-time employees are required to spend on assignments such as parent/teacher conferences, committee work, faculty meetings, etc. shall be prorated by the percentage of a full-time contract. 6. Principals retain the authorization to require staff to attend a reasonable number of events without compensation (no more than two assignments annually). 		
	<i>ADMIN-REG:</i> 410.3-2	<i>APPROVED:</i> 5.10.2016
ADMINISTRATIVE REGULATION—410.3-2: (Duty Free Lunch)		
<ol style="list-style-type: none"> 1. A thirty (30)-minute duty-free lunch period should be provided for each elementary 		

teacher, and any schedule developed for adequate inside supervision should be designed with this point in mind.

2. Teachers shall be scheduled for student supervision as little as possible when meeting local needs. However, schedules to provide adequate supervision of students when inclement weather necessitates keeping them inside during lunch, shall be designed and implemented by each school administration and staff.
3. Rotational duties shall be equitable among all certificated personnel.
4. Teachers shall not be assigned outside duty during the noon hour. Such duties will continue to be handled by the aides.
5. Teachers without a duty assignment during their lunch period may leave the school site for that period of time after notifying the principal.

EXHIBITS

None

REFERENCES

None

FORMS

None

CANYONS BOARD OF EDUCATION

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.