

SECTION: PROFESSIONAL EMPLOYEES

TITLE: Working Periods

ADOPTED: July 18, 1994

REVISED:

Lebanon School District

	432. WORKING PERIODS	1
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1. Purpose	Work schedules of the professional staff shall be specified in accordance with this policy to ensure the effective operation of the district.	4 5 6 7
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2. Authority SC 510	The Board has the authority and responsibility to determine the hours during which educational programs and services shall be available to students and the community.	9 10 11 12 13
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	The length of the normal workday for professional employees who are included in the bargaining unit shall be established in accordance with the provisions of the contracted agreement between the Board of School Directors and the Lebanon Education Association.	15 16 17 18 19 20
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	Although professional obligations shall be scheduled during the normal work day whenever possible, all professional employees shall be responsible for providing additional time necessary to meet the educational needs of the students assigned to them. In addition, professional employees shall provide the additional time to conduct necessary faculty and/or departmental meetings and important school events.	22 23 24 25 26 27 28 29 30
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	Administrators who schedule meetings or activities which will require work time beyond the normal work day shall keep such requests to a reasonable level; shall do so only to serve important organizational needs; and shall provide employees with reasonable advance notification.	33 34 35 36 37 38
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Expectations placed on professional employees as a result of the provisions of this policy shall be reviewed annually by a committee consisting of an equal number of administrators and professional employees. The committee shall make recommendations for changes to the policy to the Board of School Directors if it is felt that additional work time expectations being placed on professional employees are exceeding the intent of this policy and the appropriate provisions of the agreement between the Board of School Directors and the Lebanon Education Association.

The provisions of this policy do not preclude professional employees from voluntarily providing additional work time to participate in professional activities which may not be considered as being absolutely essential but may be considered as being beneficial to the employee.

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