

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 according to the annually adopted school calendar. The work year will include three days prior to the opening of school and one day after the close of school.
- 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 administration.
- 3 Every effort shall be made by the administration to provide a uniform workday for employees where this is practical and consistent with the safe and efficient administration of the schools.

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