File: GBHC

Staff Schedules and Calendars

**Professional Staff**

It is recognized that a professional employee does not produce strictly by the hour and, by contract, accepts as remuneration for their services I the overall sum for which the employee has agreed to perform said duties in accordance with the terms and conditions of the contract. However, the administration shall establish definite office hours and holiday calendar which shall clarify their particular service expectations and demands.

**Instructional Staff**

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 determined by BOCES Calendar and/or school district calendar in which the employee is placed. BOCES employees that are placed within an individual district will adhere to the school district calendar in which they are placed.

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.

1. 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 executive director.
2. 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.

**Support Staff**

Support staff personnel normally show work from 7:30 a.m. to 4:30 p.m., but these hours may be adjusted to fit individual and or project needs. A 30-minute lunch time and up to a 30 minute break per day shall be provided. Summer hours will be scheduled at the discretion of the executive director in collaboration with the staff's immediate supervisor or program director. Support staff will adhere to the fulltime work schedule.

**Paraprofessional Staff**

Paraprofessional staff personnel normally shall work the hours of the individual district/school in which they are placed but these hours may be adjusted to fit individual and/or project needs. Summer hours will be scheduled at the discretion of the executive director in collaboration with the staff's immediate supervisor or program director. Paraprofessional staff will adhere to the fulltime work schedule of 35 hours or more per week.

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