

Personnel - All EmployeesDuty Hours of Employees

1. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
2. Staff is expected to be on call between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday, and shall be on duty at their assigned responsibilities on all duty days unless otherwise excused by the building principal. Teachers should report by 7:45 a.m. and may leave school premises at 4:00 p.m. provided their duties do not require their attendance on the school premises.  
Teachers may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or programs or for participating in programs under the direct sponsorship of the school in accordance with established policy.  
Meetings announced by the administration may be scheduled before the regular school day begins, during the school day, after dismissal of classes in the afternoon or during evening hours provided reasonable notice of meeting is given. Attendance may be required.
3. All other staff shall be on duty as determined by the Superintendent.
4. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.
5. Every school district shall provide each teacher with an uninterrupted lunch period of not less than thirty minutes each school day, and no teacher shall be assigned teaching, supervisory, or other duties during such lunch period, except that school district attendance centers having less than two teachers shall be exempted from the provisions of this section.

Legal Reference: Neb. Rev. Stat. § 79-8,107

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