

Emery County School District



Policy: GCLA—Professional Staff Work Schedules

Date Adopted: 7 September 1988
Current Review / Revision: 3 February 1999

A standard teaching day is defined as that period of time a teacher is required to be on campus as a participant in his / her standard teaching assignment. This time span begins a minimum of 30 minutes before school starts and ends a minimum of 30 minutes after school closes. A minimum 40-hour work week is expected of all full-time employees.

It is the obligation of all staff to make themselves available not only to one another, but most importantly to the students and parents. Appointments at mutually agreed upon times, both before and after the standard teaching day, should be looked upon as opportunities for what may be the most effective form of communication.

On special occasions when a teacher must leave campus during the regular teaching day, prior approval will be obtained from the principal. This procedure accomplishes three things:

1. it alerts the administration to a person's whereabouts in case of need or emergency;
2. it protects the teacher against possible criticism; and
3. it then becomes possible for the administrator to provide appropriate supervision in the teacher's absence.

The Board also recognizes the importance of planning time for teachers and provides for the same as outlined below:

1. The District shall provide all elementary teachers with an equal amount of planning time per week. Each Principal shall meet with faculty as necessary to devise a cooperative plan which shall provide each elementary teacher with this time. This may be accomplished through the use of team teaching, paraprofessionals, or any other program that serves the best interests of the students and staff of that school. These plans should not extend the school day for teachers. The plans must meet with prior Board approval.
2. The District shall provide all secondary teachers with an equal amount of planning time per day each week. Each Principal shall meet with the faculty as necessary to devise a cooperative plan which shall provide each secondary teacher with this time. This may be accomplished through the use of an assigned preparation period, team teaching, paraprofessionals, or any other program that serves the best interests of the students and staff of that school. These plans should not extend the school day for teachers. The plans must meet with prior Board approval.
3. Teachers who work less than full time shall be given a prorated amount of planning time calculated on the hours spent teaching.
4. Teachers will be expected to remain on campus during this preparation time. Exceptions must be approved by the Principal and be relevant to work assignments.