

PERSONNEL

- CERTIFIED PERSONNEL -

Hours of Duty

REGULAR HOURS

Certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor.

ADDITIONAL HOURS

Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor.

TEACHERS' DUTY-FREE LUNCH

Each full-time teacher shall be provided with a duty-free lunch period each day during the regularly scheduled student lunch period.¹

Certified employees shall not leave ~~the school grounds~~~~their job assignment~~ at any time during the school day without the express approval of their immediate supervisor.

REFERENCES:

- ¹KRS 158.060
- KRS 160.290 (2)
- OAG 77-718
- OAG 65-179
- OAG 55-37, 675

RELATED POLICY:

03.121

PERSONNEL

- CLASSIFIED PERSONNEL -

Hours of Duty

Classified ~~personnel~~employees shall be prompt in attendance and shall remain on duty as specified by the Principal or the immediate supervisor. ~~They shall follow work schedules prepared by their immediate supervisor and approved by the Board.~~

No classified employee shall leave the school grounds during duty hours without the express approval of the Principal or the immediate supervisor.

ADDITIONAL HOURS

Classified personnel may be required to perform additional duties as assigned by the Principal or the immediate supervisor.

~~The work year shall be set forth in the salary schedule and calendar.~~

REFERENCE:

KRS 160.290