

**- CERTIFIED PERSONNEL -****Hours of Duty**

The District requires its employees to attend work daily as required by the employee's working calendar unless the employee is on an approved leave. All employees shall be apprised of this requirement and a plan for improving attendance shall be developed, as needed.

**REGULAR HOURS**

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

Certified employees shall adhere to time schedules for duty hours applicable to their job classification, and to appropriate procedures for accounting for time and attendance as set by the Superintendent.

No certified employee shall leave his/her job assignment during paid duty hours without the express approval of his/her immediate supervisor.

Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor which fit reasonably with job responsibilities or on a temporary basis.

Except as otherwise specified in or represented by a collective bargain agreement, exempt certified employees are paid on a daily rate for work completed at the designated work location regardless of the number of hours worked.

**PARENT CONFERENCES**

Certified employees shall be available for conferences requested by parents. Reports to parents shall include provision for a parent or teacher request for a conference. Such conferences shall be scheduled at a mutually agreeable time to the extent possible. The Board shall endeavor to provide for parent-teacher conferences within the school calendar.

**REFERENCES:**

[KRS 160.290](#) (2)

[KRS 158.060](#)

[OAG 77-718](#)

[OAG 65-179](#)

[OAG 55-37](#), 675

**RELATED POLICY:**

03.121

Adopted/Amended: 11/25/2013

Order #: 2013-191