

400.3L HOURS OF WORK

- A. Hours of Work: All employees except teachers shall use schedules developed by the superintendent's office and complying with school board policy.
- B. School Hours for Teachers:
 - 1. Teachers are expected to be on duty by 8:00 AM and remain until 4:00 PM.
 - 2. Pupils can be given special assistance at either of these times.
 - 3. Teachers should be in their rooms until 3:45 PM.
 - 4. On Fridays and days preceding a vacation, teachers may leave after bus departure time.
 - 5. Any staff member assigned students is required to supervise the students at all times.
- C. Flexible Work Day-

Effective with the 2015-17 Education Minnesota New York Mills Master Agreement, one flexible 8 hour work day shall be granted to teachers for additional time required outside the contract day. Such time may include, but is not limited to detention duty, concert supervision, staff meeting overruns, IEP meeting attendance, grade level or subject curriculum meetings, principal request, teacher development and evaluation and district level or building level committee attendance.

Such flexible worktime shall be approved by the building principal and tracked on a "Flex Day Recording Form," which will be submitted to the building principal for final approval.