

3250 HOURS AND DAYS OF WORK

The Board of Education shall establish the days and hours of work for teaching staff members for whom working days and hours have not been negotiated in collective bargaining. In no case will full-time employment in this district be less than the school day established by this Board for the instruction of pupils.

"Full-time employment" is employment regularly scheduled, in accordance with the school calendar, for full school days and full school weeks.

The school day for certificated personnel shall encompass sufficient time to insure supervision of pupils before classes begin and shall include time after classes during which teachers shall be available for conferences with pupils or parent(s) or legal guardian(s) meetings, faculty meetings, or other professional activities.

Teachers are expected to pick up material from their mailboxes fifteen minutes prior to the beginning of homeroom period and they are expected to be available in their classrooms or offices five minutes prior to the beginning of school each day. The formal work day ends at 3:00 p.m. However, when there are conferences, meetings or other special activities which require their presence, teachers are expected to remain at school until the activity is completed.

Teachers may be required to attend school related meetings which are held in the evening.

The hours and days of work for part-time employment shall, to the extent possible, be stipulated in the creation of each part-time teaching staff member position. Where the nature of a part-time employment position is such that hours and days of work are irregular and unpredictable, the Board will stipulate the maximum number of hours and days that may be worked in the position.

N.J.S.A. 18A:25-3

Adopted: 9 February 2009

