

## Professional Staff Schedules and Calendars

The following policies shall govern the work schedules of BOCES professional staff:

1. The work year for full time (1.0 F.T.E.) employees employed on a school year basis in a particular school district is based on that district's student days as shown on the district calendar, plus a fixed number of additional days designated annually by the BOCES executive director for staff meetings, parent-teacher conferences, back to school meetings, other district needs, professional development etc. This approach determines both the number of working days expected and the dates that work will normally be performed. If an employee works in more than one district, a weighted average of each districts' student days will be used to calculate working days, plus the designated number of additional days. Working days will be proportionately reduced for part-time employees.
2. Individual staff calendars will be developed by the employee at the beginning of the contracted school year and approved by the executive director. This calendar will show the work days for the staff person, equal to the number of days stated in their employment contract. A copy shall be provided to central office staff.
3. Staff weekly work schedules are developed by the staff person in cooperation with administrators from the districts served by the staff person and BOCES administrators. A copy shall be provided to the executive director and central office staff.
4. The minimum workday expected shall match the district(s) in which the employee works, except that:
  - a. If an employee works in more than two districts, the minimum work day shall be 8 hours.
  - b. Work hours may vary in exceptional work situations, such as occasional early or late meetings that the employee is expected to attend.

The expectation is that employees will provide services to their assigned caseload for each working day, and also complete any associated paperwork that day.

Adopted: Northwest Colorado BOCES

Revised: September 12, 2019  
September 9, 2010

May 10, 2012  
May 12, 2016  
June 14, 2018