

PROFESSIONAL AND SUPPORT STAFF TIME SCHEDULES

The superintendent shall be authorized to establish daily time schedules for all classifications of employees that shall be subject to school board review at least on an annual basis. In setting such schedules, consideration must be given but not be limited to evening and weekend responsibilities, wage and hour regulations, comparative schedules of employees in other school systems, and schedules established by other employers in the community that provide a generally accepted standard.

Employees shall report for duty and leave on delayed opening and early closing days just as they would on a regular working day. In the event of extremely adverse weather conditions, early departure of school personnel may be authorized by the superintendent or his designee.

Delayed openings and early closing changes are made in order to allow greater time for buses to complete their routes more slowly and safely. School personnel shall be on duty during these times to help with supervision of students and to be available to assist with any emergencies that might occur.

Legal Refs: Code of Virginia, 1950, as amended, 22.1-70, 22.178, 22.1-79 (5), 22.1-291.

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School Board Administrative Office Personnel Workday

Non-teaching personnel employed in the School Board Administrative Office shall be on duty eight hours each official work day with a lunch period of not less than thirty minutes and not more than one hour as well as that time necessary to perform duties to carry out the responsibilities of their positions that must be performed at times other than during office hours.

Principals and Assistant Principals Regular Workday

Principals and Assistant Principals shall be in their buildings and/or pursuing their duties each official work day and shall arrive as early, before the time teachers are required to arrive and remain as long after the teachers leave, as their duties require. It shall be understood that additional time may be required of principals and assistant principals to insure the orderly and efficient operation of their schools.

Teachers Regular Workday

Teachers shall report for duty each morning at 8:00 A.M. and remain on duty until 3:45 P.M. They may be required to come earlier or stay later to insure the orderly and efficient operation of the schools, attend scheduled meetings, and fulfill assigned duty schedules.

Teachers shall abide by the 200 day contract calendar adopted by the Wise County School Board subject to changes necessitated by weather and other emergencies.

Teachers Professional Non-Teaching Workday

Professional non-teaching workdays scheduled at the end of each grading period shall extend from 8:30 A.M. to 3:30 P.M. Other non-teaching workdays shall be as indicated on the school calendar. Workdays assigned by the principal, not to exceed five (5) hours in length, shall be at the discretion of the principal consistent with calendar requirements. Exceptions to these hours of work may be granted for just cause by the superintendent and/or Principal.

Extremely Adverse Weather Conditions

Generally, teachers should report for duty no later than 10:00 a.m. when a two-hour delay in the opening of school has been declared. However, teachers may be required by the superintendent or designee to report for duty earlier than 10:00 a.m. based upon circumstances. Bus duty teachers are required to report by 9:30 a.m. when a two-hour delay in the opening of school has been declared.

For the purpose of this policy, the school principal is considered the superintendent's designee with respect to releasing teachers because of extremely adverse weather conditions. Teachers are required to remain at school for 30 minutes after the dismissal of school unless the principal determines that an immediate release is necessary. Bus duty teachers are expected to remain on duty until the last bus leaves the school unless the principal determines otherwise.

The principal or designee shall remain at the school until all bus routes are completed.

Amended: August 11, 2008