

## PROFESSIONAL STAFF EMPLOYMENT TIME SCHEDULES

The King George County School Board recognizes the need for establishing daily time schedules for all employees that provide for consistency throughout the school system. The School Board also recognizes the need for daily time schedules to allow for differences in responsibilities and requirements in the variety of positions held by school system employees.

The Superintendent shall be authorized to establish daily time schedules for all classifications of employees that shall be subject to School Board review. 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.

### PRINCIPALS AND ASSISTANT PRINCIPALS

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

### TEACHERS AND OTHER PROFESSIONAL STAFF ASSIGNED TO A SCHOOL

Employees shall report for duty each morning at least fifteen (15) minutes before their assigned duties begin or earlier if requested by the principal. Each employee shall be on duty after school is daily dismissed unless assigned duties, scheduled meetings, or extenuating circumstances require an earlier or later departure. It is expected that employee's shall be at the school for a minimum of seven and one-half (7-1/2) hours per day on days set forth in the official school calendar.

Personnel assigned to duties any part of the school day in any King George County School shall be on duty for the hours established for teachers in that school or, if assigned to duties in more than one school, the maximum time schedule of the schools served.

Attendance at faculty meetings and other meetings called by the administrative staff is a duty. Attendance at these meetings shall be mandatory unless the employee is specifically excused by the person calling the meeting.

No employee shall leave the building during the workday without permission of the building administrator.

### SCHOOL BOARD OFFICE PROFESSIONAL STAFF

Professional staff employed in the School Board Office shall be on duty eight (8) hours each official workday, which includes a half (½) hour lunch.

Exceptions to these hours of work may be granted for just cause by the Superintendent.

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