

## **SUPERINTENDENT'S REGULATION 5-3.6 HOURS OF EMPLOYMENT/WORK DAY**

### **Length of Teaching Day**

Teachers serve under the direct supervision of their principals or designees. In establishing hours of employment, principals shall be guided by certain minimum requirements:

1. The minimum school day for Poquoson City Public School teachers shall be seven hours and fifteen minutes, which includes the lunch period.
2. Principals may adjust the time of arrival and departure of teachers to meet individual school needs.
3. All teachers are expected to remain in their schools for periodic in-service training sessions, faculty meetings, etc., which normally will be in addition to the regular teaching day.
4. Teachers are expected to assume additional responsibilities, such as assisting with the program of extracurricular activities, bus duty, etc., some of which are in excess of the normal school day.
5. Student transportation circumstances may dictate some adjustment to the above regulations, but in no case will the teacher's day consist of fewer than seven hours and fifteen minutes.

### **Workday For Employees In The School System**

With the advent of fixed salary schedules for practically all categories of employees, the following workday shall be considered standard.

1. **Teachers** - the workday for teachers shall be established by the division superintendent prior to the signing of contracts each year.
2. **School Clerical Personnel** – the workday for clerical personnel shall be set by the principal and shall not be less than 7 ½ hours per day which will include a 30 minute lunch break.
3. **School Maintenance Personnel** – maintenance personnel shall work 8 hours inclusive of the lunch period.
4. **Custodians** – since most of these persons are on an hourly basis, the work schedule for each employee shall be determined by the principal, the coordinator of custodial services, and approved by the division superintendent. Salaried custodial personnel shall work 8 hours inclusive of the lunch period.
5. **Administrative Secretarial Personnel** – clerical and secretarial personnel employed in the School Board Office shall maintain an 8 hour workday and shall be provided a 1 hour lunch break.
6. **Instructional Assistants** – instructional assistants or paraprofessionals are regular, full-time employees who are non-exempt under the provisions of the Fair Labor Standards Acts. Such employees shall work, at a minimum, a 7.25 hour day and be provided with a 30 minute lunch break, with their actual work hours to be set by their immediate supervisor. They shall perform such duties during the school year and for such hours during any work week as are assigned by their respective supervisors, subject to review by the division superintendent.
7. **Bus Drivers** – bus drivers' standard work day shall be specified in their respective contracts by the number of runs they are required to make each day in accordance with the bus routes assigned for each school year. Those bus drivers who are required to complete five runs per day shall be considered full time; those bus drivers who are required to complete four or fewer runs per day shall be considered part time.

8. **Food Service Workers** – food services/cafeteria workers shall work the number of hours specified in their letters of appointment for the years in which they are employed.

Nothing in the above schedules shall deny a principal or immediate supervisor the right to grant an individual exception for a valid or a just cause.

Revised: June 1, 2016