

TIME SCHEDULES AND WORK LOADS FOR CERTIFIED PERSONNEL

TIME SCHEDULES

The superintendent will assign and promulgate the duties and hours of the different classes of employees. Instructional personnel, librarians, and guidance counselors are required by Board regulations to be on duty in the school a minimum of 7 1/2 hours, including lunch, each school day. The time to report for duty and responsibility for setting the beginning and ending time is delegated to the principal of each school but must be submitted to the superintendent for approval. Consequently, hours of the instructional personnel in the school system may vary, but all teachers work the same minimum number of hours each day. The principal is charged with the responsibility of seeing that the minimum standard is met.

All other certified personnel, directors, supervisor, coordinator, etc. will be on duty at respective work sites a minimum of eight (8) hours each day, exclusive of lunch.

Deviation from established hours must be approved by the Superintendent.

Work Loads

Work loads for certified personnel will consist of all job-related duties and responsibilities as may be assigned by the superintendent, immediate supervisor, and job descriptions.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: August 15, 1994; REVISED: June 5, 2008; REVISED: November 18, 2021

LEGAL REF.: The Code of Alabama, 16-12-3.