Holbrook Public Schools

PROFESSIONAL STAFF TIME SCHEDULES

Administrators

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

During the course of their contract year, all administrators will be expected to work during the hours and on the days that the Superintendent's office is open unless special scheduling arrangements have been made with the Superintendent. On days schools are closed because of bad weather or other emergencies, all staff members except those who work only on teacher workdays are required to report to work as soon as they are able to do so.

The working year for administrators will be established individually through their contracts.

Teachers

Generally, the working day for teachers will be determined by the hours established for students. As specified in the collective bargaining agreement, teachers will arrive prior to the time students arrive and be available after the school day for conferences with students, parents/guardians, and administrators, as well as to take care of other professional responsibilities. Exceptions to the after-school time requirements may be permitted, however, on days preceding weekends, holidays, and vacation periods.

Every effort will be made by the administration to provide a uniform workday for teachers at the various levels.

The working year for teachers will be established in connection with the committee's adoption of the school calendar.

Source: MASC
Legal Ref.: M.G.L. 71:80
Contract Ref.: Teachers' Contract

Adopted: September 19, 2007