



Book	Policy Manual
Section	Policies for the Board
Title	Revised/Renamed Policy - Volume 16, No. 2 - December 2024 - TEACHER WORK LOAD/SUPPLEMENTAL DUTIES
Code	po3251
Status	
Adopted	March 14, 2013

**Revised/Renamed Policy - Volume 16, No. 2 - December 2024**

**3251 - TEACHER WORK LOAD/SCHEDULELESSUPPLEMENTAL DUTIES**

All classroom teachers will be assigned appropriate starting and dismissal times by the principal or chief administrator of the school, provided that their total regular workday will be no longer than eight (8) hours, including the one half hour duty free lunch period, homeroom, class changes, planning periods and staff development. Teachers shall have the right to leave the building during their lunch period provided they notify the office when leaving and upon returning. A teacher may exchange his/her lunch recess for any compensation or benefit mutually agreed upon by the employee and the Superintendent of Schools or his/her agent. The teacher and the Superintendent or his/her agent may not agree to terms which that are different from those available to any other teacher granted rights within the individual school or to terms which that in any way discriminate among such teachers within the individual school. The agreement shall be in writing.

Not later than the 15th day before the first day of the employment term of each school year, the county Board shall adopt and provide to each classroom teacher, full-time counselor, and full-time librarian employed by the County a calendar that specifies the days each employee is expected to work for that school year. Any supplemental duty exceeding the eight-hour contracted day shall be by agreement with the employee and preapproved by the County Superintendent or by his/her designee, unless the supplemental duty is the result of an unanticipated emergency, and shall be paid in accordance with the agreement between the employee and the County.

"Supplemental duty" means a duty other than a duty assigned under an employee's contract that is generally expected to be performed during an educational day, and which may be governed by an agreement, other than the employee's contract, between the County and the employee.

~~[ ] In regard to delayed opening and/or early dismissal days, the workday of teachers will begin \_\_\_\_\_ ( ) minutes before the scheduled student starting time on said day, and will end \_\_\_\_\_ ( ) minutes after the student dismissal on said day.~~

Each classroom teacher shall be provided at least one (1) period of unassigned duties during the student's day for preparation. The period shall coincide in length with the regular class period.

Principals shall keep a record of (x ) arrival and (x ) departure times.

Personnel violating this policy shall be subject to disciplinary measures.

WV Code St. R. 126-42-5.81  
WV Code 18A-2A-1

Cross References  
po8210 - SCHOOL CALENDAR  
po8220 - SCHOOL DAY

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