

MERCER COUNTY SCHOOLS
Policy Comment(s) / Suggestion(s)

Policy: G-20
Employee Work Schedule

Individual / Organization: _____
Title: _____
Address: _____

Comment(s) / Suggestion(s)

Please write your comments below in the sections that apply to the policy.

Use additional paper if necessary.

1.0 Purpose	Agree (reason)	Disagree (reason)
Changes are being made to update the language to align with newly adopted WV Code.		

2.0 Definitions	Agree (reason)	Disagree (reason)

3.0 Procedures	Agree (reason)	Disagree (reason)

General Comments	Agree (reason)	Disagree (reason)

Return comments **NO LATER THAN July 7, 2017** to:
Dr. Kristal Filipek - Director, Human Resources
Mercer County Schools
1403 Honaker Avenue
Princeton, WV 24740

EMPLOYEE WORK SCHEDULE

1.0 Purpose

The Mercer County Board of Education implements this policy governing employees' work schedules to reflect requirements established by the West Virginia State Board of Education.

2.0 Procedures

- 2.1 Any seven (7) of the following shall be considered paid holidays for all employees if they fall within the two-hundred (200) day employment term, and all nine (9) of the following days shall be paid holidays for two-hundred-forty (240) day employees.

Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King, Jr. Day
Independence Day
West Virginia Day
Memorial Day

If more than seven (7) holidays fall within the two-hundred (200) day employment term, the county may schedule the additional holidays as out-of-calendar days.

- 2.2 Election Day, as specified in section two, article five, chapter 18.a of the WV Code, shall be a paid non-instructional day within the school calendar.
- 2.3 Any employee retiring at the end of December shall be paid for Christmas Day and shall not be required to work one day following the holiday period to receive said pay.
- 2.4 All Mercer County Schools personnel employed on a specific contract shall not be required to work beyond the term of his/her contract unless he/she has prior approval of both his/her immediate supervisor and the Superintendent or his/her designee. In such cases where the employee is required to work additional days, he/she may select one of the following options:
- (1) compensation for each additional day at his/her regular daily salary, or
 - (2) if they are on a two-hundred-forty day (240) contract, carry over any unused vacation days, not to exceed ten days, from one fiscal year to the next fiscal year.

EMPLOYEE WORK SCHEDULE

2.5 Twenty (20) non-instructional days in the employment term may be used for curriculum development; preparation for opening and/or closing the instructional term, continuing professional development; teacher/pupil/parent conferences, as outside school environment days, special or bond levy election days, primary or general election days as specified in 2.2 of this policy, holidays as specified in 2.1 of this policy, and professional meetings Non-instructional days designated in the school calendar shall be scheduled and abbreviated as follows:

CD	Curriculum Development
P	Preparation for Opening/Closing Schools
CE	Continuing Professional Development
TP	Teachers-Pupil-Parent Conference
OS	Outside School Environment
SE	Special or Bond Levy Election
E	Primary or General Election
H	Holiday
PM	Professional Meeting

2.6 The minimum employee contract is for one-hundred-eighty (180) separate instructional days plus seven (7) holidays and thirteen (13) non-instructional days.

2.7 The standard school day for teachers will be seven and one-half (7.5) hours. Teachers shall be in their classrooms ready to begin the instructional day prior to the scheduled start time. Specific time schedules will be assigned by each school's immediate supervisor.

2.8 All professional and service personnel are required to complete eighteen (18) hours of professional development each year.

2.9 The minimum instructional day will be three-hundred-fifteen (315) minutes for students in grades Kindergarten through four (4); three-hundred-thirty (330) minutes for students in grades five (5) through eight (8); and three-hundred-sixty (~~360~~) **forty-five (345)** for students in grades nine (9) through twelve (12). The instructional day does not include lunch, class change, or recess.

2.10 Teachers will have a daily planning period scheduled within ~~the instructional day.~~ **each school day to be used to complete necessary preparations for the instruction of pupils.**

EMPLOYEE WORK SCHEDULE

- 2.11 As specified in WV Code §18A-4-14, “every teacher who is employed for a period of time more than one-half the class periods of the regular school day and every service person whose employment is for a period of more than three (3) hours and twenty-nine (29) minutes per day and whose pay is at least the amount indicated in the state minimum pay scale as set forth in section eight-a [§18A-4-8]” of WV Code “shall be provided a daily lunch recess of not less than thirty consecutive minutes, and the employee shall not be assigned any responsibilities during the recess.”

Source: Board of Education Minutes

Date(s): 11/25/62, 7/71, 9/80, 2/25/82, 7/22/82, 4/16/85, 6/27/00, 3/25/14, 4/19/16