

TYLER COUNTY POLICY: GAQ

STAFF TIME SCHEDULES

The principal is responsible for establishing schedules for all staff assigned to his or her school.

Teachers are expected to report to school at least fifteen (15) minutes before homeroom periods and remain at least fifteen (15) minutes after the end of the instructional day.

Time schedules for all employees shall not exceed an eight hour day or a forty-hour week, unless other arrangements are mutually agreed to by the employee, immediate supervisor, and superintendent.

The eight hour work day includes a thirty minute duty free lunch period for all employees and a minimum forty minute planning period for teachers, in accordance with Tyler County Policy: GS.

Bus Operators shall, in addition to driving scheduled routes, care for and maintain their buses in a clean and presentable state, attend all meetings as requested by the Director of Transportation and Maintenance, and perform other transportation-related duties as specified by the Director of Transportation and Maintenance.

Bus operators shall be assigned on a rotating basis in-county trips that occur during the regular school day, at no additional pay. This provision of the bus operators “work day” is delineated in Tyler County Policy: ED.

Supervisors are granted reasonable latitude to establish the limits of the said requirements, and also to make adjustments in an ordinate manner to facilitate accomplishing tasks of an emergency nature.

REFERENCE: Tyler County Policy: ED – Extra Curricular and Curricular Transportation – Buses and/or Private Vehicles; Tyler County Policy: GS – Duty-Free Lunch and Daily Planning Period

DATE: 10/15/18, 4/07/15, 4/2/07, 5/6/96, 9/18/78, 9/7/81, 7/17/84