

## **HUMAN RESOURCES**

### **Duties, Responsibilities, and Rights of Employee**

### **Work Hours, Noninstructional Time, Length of Work Year, and School Calendar**

This regulation supersedes Regulation 4421.21.

#### **I. PURPOSE**

To establish the work hours, length of work year, and calendar for various categories of personnel.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

- A. Section IV.A.1. has been updated to define planning time for teacher workdays.
- B. Section IV.A.2. has been updated to reflect professional development days are directed by division leadership.
- C. Section IV.A.3. has been updated to clarify school planning days.
- D. Section V. has been updated to reflect the additional workday added to all less-than-12-month work schedules.
- E. Section VI.E.1. has been updated to reflect the minimum number of teacher contract days.

#### **III. FUNDING AUTHORITY**

All provisions in this regulation are subject to and contingent upon their inclusion in the annual budget of the School Board.

#### **IV. DEFINITIONS AND LENGTH OF WORKDAY**

##### **A. Definition of Noninstructional Time—Teacher Scale Personnel**

##### **1. Teacher Workdays**

- a. Self-directed planning time for teachers to complete individual work (i.e. planning, grading, completion of required professional development, etc.) or to collaborate with colleagues; with the understanding that this time may occasionally be superseded by an unforeseen school need (i.e. staff meeting, IEP, etc.). Every effort by the administration should be made to preserve this time for staff's choice of professional activities related to their job function.
- b. Teacher workdays occur before the school year and after the school year with other teacher workdays occurring throughout the year. Scheduled teacher workdays are listed on the school calendar.

- c. The Fairfax County Public Schools (FCPS) School Board and/or Division Superintendent have the authority to direct the option to work at an alternative location for teachers on specific teacher workdays.

2. Teacher Staff Development Days

Professional development days directed by Division Superintendent or designee to articulate changes and updates in standards, curriculum, and assessments, and to provide divisionwide professional development for the areas of focus on the FCPS professional development plan.

3. School Planning Days

Days directed by school-based Administrators in order to devote time to school improvement efforts, including collaboration around data, common assessments, responsive instruction, etc.

4. Early Release-Teacher Directed Time

Early release typically precedes a holiday or another type of teacher workday. This time is used for teachers to plan, conduct grading activities, and meet with their collaborative learning team (CLT) at their discretion.

5. Collaborative Time

- a. Collaboration is a systematic process in which people work together, interdependently, to analyze and affect professional practice to improve individual and collective results. In a professional learning community, collaboration focuses on the critical questions of learning.
- b. Collaborative time is devoted for CLTs to address professional and student learning and achievement through a variety of methods including, examination of student performance results, development of common assessments, curriculum mapping, data dialogue, and other opportunities for professional growth. Collaborative time is considered a job-embedded form of professional learning, and recertification points may be awarded for such activities with principal approval.
- c. Each teacher in FCPS is assigned to a team with which to collaborate. In cases where there is only one teacher of a specific content or subject area, opportunities to collaborate with teachers in the same department or content area will be provided.

B. Teacher Scale Personnel

The calculation of lunch periods for teacher scale employees shall include the time required to move from one duty assignment to another.

- 1. The normal workday for full-time classroom teachers and other teacher scale personnel shall be 7 1/2 hours, which includes a 30-minute paid duty-free lunch period, unless emergencies or special events occur. The workday is scheduled by

the principal or program manager to serve the best interests of the school program.

2. The normal workday for full-time classroom teachers and other teacher scale personnel assigned to Thomas Jefferson High School for Science and Technology and extended-day schools shall be 8 hours, which includes a 30-minute paid duty-free lunch period, unless emergencies or special events occur. The workday is scheduled by the principal or program manager to serve the best interests of the school program.
3. Family and Early Childhood Education Program (FECEP) teachers shall eat with their classes and have their workdays shortened accordingly.
4. Responsibilities involving time in excess of 7 1/2 hours per day or 8 hours per day if assigned to Thomas Jefferson High School for Science and Technology and extended-day schools may be scheduled by the principal or program manager. Such duties shall normally relate to, but are not limited to, pupil transportation, faculty meetings, student-related activities, and parent conferences. A teacher's primary responsibility shall be to teach, and, whenever feasible, the assignment of nonteaching duties to teachers should be limited.

C. Classroom Instructional Support Scale Personnel and Unified Salary Scale Assistants

The calculation of lunch periods for classroom instructional support scale and unified salary-scale assistants shall include the time required to move from one duty assignment to another.

1. The workday for full-time employees in this category shall be 7 1/2 hours, which includes a 30-minute paid duty-free lunch period, unless emergencies or special events occur. The workday is scheduled by the principal or program manager to serve the best interests of the school program.
2. The workday for full-time employees in this category assigned to Thomas Jefferson High School for Science and Technology shall be 8 hours, which includes a 30-minute paid duty-free lunch period, unless emergencies or special events occur. The workday is scheduled by the principal or program manager to serve the best interests of the school program.
3. FECEP instructional assistants shall eat with their classes and shall have their workdays shortened accordingly.

D. Full-Time Personnel that are Paid on the Unified Salary Scale and Work 12-Month or Less-Than-12-Month Contracts or Work Years (and are not identified in Section IV.C.)

An employee who falls in this category normally works an 8 1/2-hour day, which includes a 30-minute unpaid duty-free lunch period. Normal business hours are from 8:00 a.m. to 4:30 p.m., but individual employees may be assigned different shifts or work hours to meet the needs of the school system.

**E. Food Services Personnel**

The number of work hours and length of the lunch period for food services employees shall be established by the appropriate food services coordinator.

1. Food services workers' scheduled work hours vary from 2 to 8 hours per day. If a lunch period is provided, it must consist of a 30-minute unpaid duty-free time period.
2. Food services managers' scheduled work hours are determined by average number of meal equivalents served daily. If a lunch period is provided, it must consist of a 30-minute unpaid duty-free time period.

**F. Personnel Involved With the Transportation of Students**

Transportation employees shall observe scheduled daily hours consistent with the time required to transport or attend to students. These employees do not have scheduled lunch periods or duty-free lunch periods due to the nature of their scheduled work hours.

**G. Less-Than-Full-Time Personnel**

Less-than-full-time personnel shall work the number of hours scheduled for their positions (e.g., 1/2 day, or 50 percent employment, which equals 4 hours for most unified salary-scale personnel and those employees identified in Sections IV.B.2., and IV.C.2., and 3.75 hours for employees identified in Sections IV.B.1., IV.B.3., IV.C.1., and IV.C.3.). Actual work times and provisions of appropriate lunch periods, if necessary, shall be established by individual principals or program managers.

**H. Modifications to Work Hours**

1. All work hours shall be subject to modification by the principal or the program manager. If the modification requires many employees (50 or more) to receive a shift differential for the evening or night shift, the modification must be approved by the Departments of Human Resources and Financial Services.
2. Program managers may change the scheduled hours and days for full-time nonexempt employees (Schedule A and Classroom Instructional Support Scale employees) as long as the workweek complies with Fair Labor Standards Act requirements and changes to the scheduled work hours are documented. (See also the current versions of Policy 4660, Overtime Pay, and Regulation 4660, Overtime Pay for Eligible Employees.)

**I. Schoolwide Meetings**

1. Faculty meetings should ordinarily be held no more than two times a month and last for no more than one hour. Principals may conduct faculty meetings before or after school. Such faculty meetings should be scheduled at least one week in advance to allow employees to make arrangements to attend.

2. The principal has the right, under exigent circumstances, to schedule additional faculty meetings. In such situations, the principal will provide as much notice as possible.

## V. LENGTH OF WORK YEAR

The work year and actual instructional days will be determined by the approval of the School Board. Length of the work year for the various categories of employees shall be as follows:

### A. Teacher Scale Personnel Contract

9¾ months (195 days)  
10 months (199 days)  
10¼ months (204 days)  
10½ months (209 days)  
11 months (219 days)  
12 months (approximately 260 days)

All teaching contracts include a statement of the number of teaching days as determined by the School Board. There will be a minimum of 14 days for teacher workdays, teacher staff development days, and school planning days. Additional workdays are included for longer lengths of contracts.

### B. Classroom Instructional Support Scale Employees

9½ months (186 days)  
9½ months (191 days)  
9¾ months (194 days)  
11 months (219 days)

### C. Unified Salary Scale Employees (Except employees referenced in Sections V.D. and V.E.)

9¼ months (181 days)	10 months (200 days)
9½ months (188 days)	10½ months (210 days)
9½ months (191 days)	11 months (220 days)
9½ months (194 days)	12 months (approximately 260 days)
9¾ months (195 days)	

### D. Work Year for Food Services Personnel

#### 1. Workers

The work year shall be based on the school year for students. In-service day(s) may be added to the employee calendar if needed.

2. Managers

The work year shall be similar to that for food services workers but with additional workdays. In-service day(s) may be added to the employee calendar if needed.

E. Personnel Involved With the Transportation of Students

The work year shall include all days students are present. In-service day(s) may be added to the employee calendar if needed.

F. Modifications and Contract Year

Specific written approval must be obtained before changing the contract or workdays for any employee. A Personnel Position Control form (FS-124) shall be used.

**VI. CALENDAR**

A. Twelve-Month Personnel

Normally, the following paid holidays shall be authorized for 12-month personnel. The Division Superintendent can authorize changes to serve in the best interest of the employee calendar or to accommodate the student calendar. This may include changing the actual date of the holiday and/or granting floating holidays.

Independence Day  
Labor Day  
Indigenous Peoples' Day  
Thanksgiving Day and the following Friday  
Christmas Eve  
Christmas Day  
New Year's Day  
Martin Luther King, Jr.'s birthday  
George Washington's birthday  
Memorial Day  
Juneteenth  
Inauguration Day—every fourth year

B. Less-Than-12-Month Personnel (Except Unified Scale – Schedule H Old Transportation Pay Plan Personnel)

Normally, the following unpaid nonworkdays shall be authorized for less-than-12-month personnel; however, the unpaid nonworkday may be eliminated or changed to accommodate the student calendar.

- Labor Day
- Indigenous Peoples' Day
- Thanksgiving Day and the following Friday
- Winter break
- Martin Luther King, Jr.'s birthday
- George Washington's birthday
- Spring break
- Memorial Day
- Juneteenth (authorized if falls within employee work schedule)
- Inauguration Day—every fourth year

**C. Unified Scale – Schedule H -- Old Transportation Pay Plan Personnel**

Normally, the following paid nonworkdays shall be authorized if they fall within the days students are present; however, the actual date for which the nonworkday day is paid may be eliminated or changed to accommodate the student calendar.

- Labor Day
- Indigenous Peoples' Day
- Thanksgiving Day and the following Friday
- Winter break
- New Year's Day
- Martin Luther King, Jr.'s birthday
- George Washington's birthday
- Spring break
- Memorial Day
- Juneteenth
- Inauguration Day—every fourth year

In-service day(s) may be added to the employee calendar if needed.

**D. Unified Scale - Schedule H -- Food Services Pay Plan and Current Transportation Pay Plan Personnel**

Employees in this category shall receive six paid nonworkdays to be designated within the winter and spring breaks.

In-service day(s) may be added to the employee calendar if needed.

**E. Nonteaching Contract Days for Teacher Scale Personnel**

1. Teachers shall work a minimum of 195 days, which will consist of the number of teaching days determined by the School Board and a minimum of 14 days for teacher workdays, staff development, and school planning days. Days designated as teacher workdays in the calendar shall not be used for required in-service activities; however, the workdays may be scheduled as teaching days to accommodate the student calendar.

2. Teachers shall submit all required reports and shall have met all other obligations as decided by the program manager before being released on the final workday.

F. Makeup Days for Inclement Weather

When schools are closed as a result of inclement weather or for other cause, the School Board may require such loss of time to be made up within the school term or may extend the school term to ensure a minimum of 990 instructional hours.

See the current versions of:    Policy 4660, Overtime Pay  
   Regulation 1344, Standard School Year Calendar  
   Regulation 4660, Overtime Pay for Eligible Employees  
   Regulation 4810, Administrative Leave—Emergency