

**TERRELL COUNTY BOARD POLICY  
Professional Personnel Work Schedule**

**Descriptive Code: GBRC  
Issue Date: 10/11/10  
Rescinds Code: GBRC  
Issue Date: 11/14/1994**

Employee Working Hours

Professional employees are expected to work a minimum of 8 hours per day, 40 hours per week, at their assigned post(s) of duty for the duration of their contract year. The Superintendent and Principals are authorized to vary the schedules and assigned duty post(s) for individuals under their supervision to accommodate the needs of the system and those of particular schools. Some employees may be required to work additional hours and/or days to conduct special programs.

The minimum work day for which the base salary is paid shall include such duties as teacher, preparation for teaching, staff meetings, conferences with students and parents, planning conferences, and other responsibilities related to school activities in the community.