



## Administrative Guidelines

**Department:** Human Resources

**Policy:** GBRI

**Topic:** Minimum Work Day/Week

**Revised:** July 2019

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### PROCEDURE

The minimum work day is defined as eight hours, and the minimum work week is defined as forty hours. All certified employees will work a minimum of 7 ½ hours each day at school or normal work site. The employee is required to spend an additional 30 minutes per day or 2 ½ hours per week of “discretionary time” for the purpose of parent conferences, planning conferences, lesson preparation, non-remunerated extracurricular activities, staff meetings, special education staffing’s, and other school related activities.

Each certified employee is responsible for documenting his/her discretionary time to the satisfaction of the building administrator. One such method is to note the date and time spent in discretionary activities in the employee’s planning book or calendar. Other methods may be required by the building administrator.

Exceptions to this guideline may be established by the building administrator for limited periods of time for activities such as in-service training days.

Work hours of certified personnel who have been assigned additional responsibility over and above the normal assignments or who at the discretion of the building administrator need to be on campus as many hours per day as possible in order to perform their unique duties will be established by the building administrator.