

**Professional Personnel Work Loads**

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All professional employees are expected to observe a minimum workday of eight hours and a minimum work week of forty hours. Each school principal and system administrator shall establish a minimum workday schedule for all personnel assigned under their supervision. These schedules shall ensure that all professional employees remain on duty at least seven and one half hours per day.

As part of their workday, professional employees are expected to perform such duties as teaching and teacher preparation, staff meetings, conferences with students and parents, planning conferences and related school activities in the community, and extra-class responsibilities, whether or not these activities fall into the hours during which they are required to be on duty at their worksite.

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**ADOPTED: August 2, 2001**

**Cross Ref.:           AE – School Year**

**Cherokee County Board of Education**