

Hours of Duty

7.09
(11-20-03)

Minimum Hours

7.09-1

Due to the varied working structures of different units within TDCJ-ID, not all campuses begin and end school at the same time of day, nor do vocational and academic classes on the same unit necessarily begin and end classes at the same time. Also, school schedules are impacted by activities occurring on the unit and, occasionally, actual teaching time and preparation time may need to be adjusted. The principal will coordinate with appropriate TDCJ officials to ensure that the unit schedule will accommodate school requirements.

Teachers are scheduled to teach a minimum of thirty (30) hours per week, six (6) hours per day, have one (1) hour of classroom preparation per day, and periodically be available extra time for staff meetings, supervisor visits, safety training, or additional preparation time. This extra time will be scheduled by the unit principal. In addition, teachers may be required to be present in the education area/classrooms during times of student movement prior to and after scheduled class times.

Librarians are required to work seven (7) hour day and periodically be available extra time for staff meetings, supervisor visits, safety training, or additional preparation time. This extra time will be scheduled by the unit principal.

Supervisory, administrative, and support personnel assigned to either unit or central office duties are required to work at least eight (8) hours per day or as scheduled by the Superintendent of Schools.

All nonexempt personnel, secretaries, clerks, test examiners, support specialists, and classroom aides are required to work eight (8) hours per day or forty (40) hours per week. The Fair Labor Standards Act prohibits non-exempt employees from working more than forty (40) hours per week without overtime compensation. The workweek is defined in WSD Overtime Policy, 7.12-1, as Thursday through Wednesday.

Emergency and other unusual circumstances caused by the prison environment may occasionally require that professional personnel work beyond the required minimum hours. When this occurs on regular working days, no compensatory time is earned.

Employee Breaks

7.09-2

Administrative/Supervisor Breaks

7.09-2.1

Professional personnel in Windham School District are not authorized to take regularly scheduled breaks.

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Paraprofessional Breaks

7.09-2.2

At the discretion of the Department Head/Principal, paraprofessional employees may take either a regularly scheduled break or breaks as needed. Scheduled breaks may not be authorized for more than 15 minutes in length, twice daily.

Planning and Staff Development Days

7.09-3

On planning days, unit staff are required to work a minimum of seven hours for teachers and librarians and a minimum of eight hours for administrative and support personnel.

On unit choice staff development days, a minimum of six hours of staff development activities must be planned for these days, excluding breaks, lunch, etc.

Exceptions to these requirements may be granted by the Division Director of Operational Support for special circumstances.