



FLOYD COUNTY BOARD OF EDUCATION  
Tonya Horne-Williams, Superintendent  
442 KY RT 550  
Eastern, KY 41622  
Telephone (606) 886-2354 Fax (606) 886-4550  
www.floyd.kyschools.us

William Newsome, Jr., Board Chair - District 3  
Linda C. Gearheart, Vice-Chair - District 1  
Dr. Chandra Varia, Member- District 2  
Keith Smallwood, Member - District 4  
Steve Slone, Member - District 5

**Consent Agenda Item (Action Item):** Consider/Approve the change to policy 03.1332 from the requirement teachers shall be on duty in the classroom at least fifteen (15) minutes prior to the opening of school and shall remain at least fifteen (15) minutes after the closing of school to 10 minutes before school and 10 minutes after the closing of school.

**Applicable State or Regulations:** *BOE policy 01.11 - General Powers and Duties of the Board*

**Fiscal/Budgetary Impact:** None

**Background and Rationale:** Per *BOE Policy 03.1332 - Hours of Duty*, teachers must arrive 15 minutes before school starts and remain for 15 minutes after dismissal. In light of this year's weather-related school closures and the requirement for makeup days, we are dedicated to ensuring a successful end to the school year. These closures necessitate the recovery of lost instructional time. To ensure that our students can finish the school year on a reasonable date, we have extended the school day by 10 minutes. To maintain the current duty hours for teachers while providing students with the necessary instructional time to succeed during the remainder of the year, we propose changing the policy from 15 minutes before and after school to 10 minutes.

**Recommended Action:** To approve as presented.

**Contact Person(s):** Brook Moore, Director of Pupil Personnel (606)886-2354

  
Director

  
Superintendent

**Date:** May 22, 2025



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PERSONNEL

03.1332

- CERTIFIED PERSONNEL -

### **Hours of Duty**

#### **REGULAR HOURS**

Certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor.

Teachers shall be on duty in the classroom at least ten (10) minutes prior to the opening of school and shall remain at least ten (10) minutes after the closing of school.

No certified employee shall leave his/her job assignment during duty hours without the express approval of his/her immediate supervisor.

#### **ADDITIONAL HOURS**

Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor.

#### **REFERENCES:**

[KRS 160.290 \(2\)](#)

[KRS 158.060](#)

[OAG 77-718](#)

[OAG 65-179](#)

[OAG 55-37, 675](#)

#### **RELATED POLICY:**

03.121

Adopted/Amended: 11/17/1998

Order #: 11787