

## FACULTY MEETINGS STAFF SCHEDULE OBLIGATIONS

~~Faculty meetings are valuable opportunities for the school's professional learning community to build relationships with other staff members, focus on professional development, solve problems, and make decisions.~~ The Albemarle County School Board ("Board") acknowledges that there will be occasions when employees need to work extended schedules to meet obligations. Staff are expected to be available for a reasonable time before and after school to assist students, colleagues, and parents as the need may arise.

~~Attendance at faculty meetings and other meetings called by the administrative staff is a job responsibility and shall be regarded as a part of the working day of those employees of the School Board who attend. Attendance at these meetings is mandatory unless the employee is specifically excused by the meeting's organizer. Any non-exempt employee required to attend a work-related meeting shall be compensated for the meeting time in accordance with the Fair Labor Standards Act. Normally, faculty meetings will be scheduled in advance so that staff can plan personal time to accommodate attendance outside of regular work hours.~~ The hours of employment will depend on the length of time required to accomplish the objectives of Albemarle County Public Schools ("Division"). Also, as part of the essential job duties to meet these Board objectives, staff are expected to attend meetings, training, professional learning, and other job-related events that occur during and outside of the regular student day without the expectation of additional compensation. Part-time licensed staff may also be required to attend job-related events outside of their regular student day and need to make plans accordingly.

## MEETINGS AND EVENT PROCEDURES AND REQUIREMENTS

### I. FACULTY MEETINGS

Faculty meetings are valuable opportunities for the school's professional learning community to build relationships with other staff members, focus on professional development, solve problems, and make decisions.

~~A.~~ A. Attendance at faculty meetings and other meetings called by the administrative staff is a job responsibility and shall be regarded as a part of the working day of those employees of the School Board who attend.

~~A minimum expectation of one (1) faculty meeting per month during the school year will be established by administrative staff. Licensed staff may be required to attend up to three (3) staff meetings per month before or after school; such meetings shall not exceed 60 minutes total per meeting (or 180 faculty meeting minutes per month). The meeting requirements for part-time licensed staff shall be directly proportional to their FTE and attendance expectations based on this proportional requirement shall be coordinated with their supervisor (e.g. an employee with a .50 FTE must attend meetings for only half the time allotted for the meeting, or they may attend for the full allotment of time for only half the number of required meetings. Part-time licensed staff are welcome to attend full meetings voluntarily but will not receive additional compensation.~~

B. Attendance at these meetings is mandatory unless the employee is specifically excused by the meeting's organizer. Any non-exempt employee required to attend a work-related meeting shall be compensated for the meeting time in accordance with the Fair Labor Standards Act. Normally, faculty meetings will be scheduled in advance so that staff can plan personal time to accommodate attendance outside of regular work hours.

### II. AFTER-SCHOOL, EVENING, AND WEEKEND EVENTS

A. Required evening events are Open House, Back-to-School Night, and fall and spring conferences.

B. Licensed staff shall attend up to three (3) Family Engagement Nights or other student and community-focused events based on their school schedule. Principals are encouraged to develop a schedule and equitably assign responsibilities to minimize after-school and evening time commitments. Any other after-school or evening events are voluntary and not required. The time commitments required for part-time licensed staff for these events shall be directly proportional to their FTE.

C. Any licensed staff member who is required to attend more than three

(3) of the events referenced in II.B. shall be compensated according to the Teacher Extra Hours rate on the Supplemental Pay Scale.

D. It is understood that licensed staff in some subject areas and who take on specific extracurricular duties, especially music and fine arts, are expected to prepare for and attend evening concerts and performances, and that a stipend program from the division is the full compensation for these specific duties.

E. All weekend events not covered by stipends described in II.D. are voluntary and will not be compensable.

### III. PARENT-TEACHER CONFERENCES

If conferences cannot be held during mandated conference days and hours due to the employee's absence, the licensed staff member shall schedule makeup conference sessions. If a student or family is not able to meet during the regularly scheduled conference window set up by the employee and school, the employee will attempt to schedule a make-up conference session at a mutually agreed upon time and shall be paid at the Teacher Extra Hours rate on the Supplemental Pay Scale if the meeting occurs outside of the employee's regularly scheduled contract hours.

Adopted: July 1, 1993  
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Cross Ref.: GCA, Personnel-Definitions  
GCBA, Staff Salary and Salary Schedules  
GCJ, Licensed and Classified Staff

Schedules, Time Tracking, and Compensation

