

# KANAWHA COUNTY BOARD OF EDUCATION POLICY

## Central Office Operations

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**1.01 Office Hours.** The Board offices, located at Elizabeth Street, shall maintain office hours from 8:00 a.m. to 4:30 p.m., Monday through Friday. The Crede Operations facility shall maintain office hours from 8:00 a. m. to 4:00 p.m. Offices will be closed on Saturdays and Sundays and legal holidays, and on days preceding or following legal holidays as directed by the Superintendent. The Superintendent may, however, provide weekend office hours if circumstances warrant. Designated offices in the Central Office and the Crede facility shall be kept open during lunch periods as designated by the Superintendent. Telephone switchboard and information services shall be provided during lunch periods. The Superintendent may release employees or alter the workday at any time subject to review by the Board at a later date.

**1.02 Flexible Schedule.** Subject to review by the Superintendent, immediate supervisors may authorize alternate schedules for subordinate employees. Such alternate schedules may only be authorized if no adverse effect in overall operations will result and if such alternate schedules are provided on an equitable basis to all subordinate employees.