

KANAWHA COUNTY BOARD OF EDUCATION POLICY
Series: B01 - Central Office Operations

1.01 Office Hours. The Board offices, located at Elizabeth Street, shall maintain office hours from 7:30 a.m. to 4:00 p.m., Monday through Friday. The Crede Operations facility shall maintain the same office hours although some employees at each location may be required to arrive before the office is open to the public in order to complete job responsibilities. 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. 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.

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