

**EXTRA DUTIES AND STAFF MEETINGS**

**6.18**

Extra work-related duties associated with the school's curriculum may be assigned to and/or requested of certified personnel employed by the Henry County School System. When extra duties related to the curriculum are assigned to said personnel, the following provisions shall apply:

1. Extra duties shall not be assigned during regular school hours that require certified teaching personnel to be removed, on a continuing basis, from teaching responsibilities.
2. The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board or school.
3. Extra duties that are assigned shall be made on a fair and equitable basis, taking into consideration the nature of the activity and the teacher involved.

The curriculum is defined as any activity that occurs in the name of the school (school plays, athletic contests, math team competition, social events, etc).

An administrator and/or supervisor may call staff meetings when he/she feels such meetings are warranted. Attendance by employees may be required. Such compulsory attendance should be stated within the notice announcing the meeting. Meetings requiring employee attendance should be planned and announced as far in advance as possible in order to allow employees to appropriately plan their individual schedules.

**REFERENCES:**

**CODE OF ALABAMA  
16-8-8, 16-8-9**

**HISTORY:**

**ADOPTED: OCTOBER 11, 2007  
REVISED: JULY 18, 2013; \_\_\_\_\_  
FORMERLY: GBBAC, GBRD**