HUMAN RESOURCES

Responsibilities and Duties of Employees

It is the policy of Prince William County Public Schools (PWCS) that certain rules and regulations regarding employee behavior are necessary for the efficient operation of PWCS and for the benefit and safety of all students and employees. Employees are expected at all times to conduct themselves in a professional and appropriate manner so as to promote the best interest of PWCS.

Employees shall comply with all state and federal laws, State Board of Education regulations, and all policies, rules, and regulations of the Prince William County School Board, the Division Superintendent (Superintendent), and their work locations. Employees shall perform such duties as are deemed necessary by the Prince William County School Board, the Superintendent, and/or the Superintendent's designees, and the principal. School laws, policies, rules, and regulations will be accessible in each school or workplace. The Superintendent will develop procedures to keep building or workplace managers aware of any changes in school laws, policies, rules, and regulations.

Regular attendance is an essential function of all positions. Effective performance requires employees to be present on the job during normal working hours. If necessary to complete their assignment satisfactorily, exempt personnel are required to work beyond the specified hours.

Any violation of this policy shall be reflected in performance evaluations and shall be grounds for disciplinary action, up to and including dismissal.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this policy.

This policy and related regulations shall be reviewed at least every five years and revised as needed.

Legal References:

 Adopted: March 17, 1993
Reviewed/Revised: October 10, 2018 PRINCE WILLIAM COUNTY SCHOOL BOARD