School Security Patrol, Security Patrol Dispatcher, and School Patrol Squad Leader’s Time and Leave Exceptions

The purpose of this regulation is to provide procedures for leave and reporting exceptions that may occur for Prince William County Public School employees that provide security to all school facilities on a 24-hour schedule to ensure the safety of the Division’s students, employees, and its assets.

I. Holidays

A. Holidays shall be defined as the dates published on the school calendar for classified employees.

1. When a holiday falls on an employee’s scheduled day off, an additional day off shall be scheduled for the week of, the week prior to, or the week after the holiday.

2. Classified (non-exempt) employees that work on a holiday shall be compensated according to Regulation 526-1, “Overtime and Compensatory Time Provisions.”

B. Employees that are scheduled to work on a holiday and wish to take off shall request leave.

II. Early Release

On announced or scheduled early-release days, classified (non-exempt) employees that are scheduled to work the affected day shall not be released, as they are considered essential personnel.

III. Daylight-Saving Time (DST)

A. DST Begins (Spring Forward): The clocks are turned forward an hour at 2 a.m. to 3 a.m. To obtain a 7.50-hour workday on DST, classified (non-exempt) employees on the affected shift shall report to work an hour early or request leave.
B. DST Ends (Fall Back): The clocks are turned back an hour at 2 a.m. to 1 a.m. Employees that work the affected shift shall be compensated accordingly for the extra hour worked.

IV. Code Red Days / Inclement Weather on Weekends

On weekends or other times when schools are not in regular session, the Director of the Office of Risk Management and Security Services (or designee) may elect to run patrol operations with a reduced staff due to hazardous weather conditions or other conditions that merit reduced staffing. During these times, classified (non-exempt) employees that are designated to report to work shall be compensated according to Regulation 526-1, “Overtime and Compensatory Time Provisions.” Employees that are asked not to report to work shall receive their regular pay. Only employees that are required to work shall receive additional compensation.

V. Midnight Dispatcher

The midnight dispatcher shall report for work at 11:45 p.m. and shall be compensated accordingly.

VI. Workday

When a shift starts on one day and ends on the next, the employee’s start time shall determine the date for employee’s workday.

The Associate Superintendent for Human Resources (or designee) and the Associate Superintendent for Finance and Support Services (or designee) are responsible for implementing and monitoring this regulation.

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