

Policy 3431.01 – Dock Days

Proposed new policy effective upon passage

<i>1st reading</i>	July 24, 2018
<i>2nd reading</i>	August 9, 2018
<i>3rd reading</i>	August 23, 2018

Statutory authority West Virginia Code 18A-4-10

Administrative Guidelines

(none)

A “dock day” is a work day on which an employee does not report to work and for which the employee: a) has no remaining paid leave to cover, or b) has requested that he/she not be paid and his/her accrued paid leave not be debited for that missed day.

Employees shall not be absent from their assigned duties beyond their accrued paid leave days except as specifically authorized by the Superintendent or his/her designated representative.

No employee shall be permitted to exercise a dock day unless he/she has first submitted a prior written request to exercise a dock day. Such prior written requests shall be addressed to the Superintendent.

The Superintendent may approve up to a maximum of five dock days total per employee per school year for vacation purposes, educational trips or any other reasonable cause approved by the Superintendent which is not otherwise covered by this policy.

In the event that an employee with no paid leave days remaining must report off using a dock day due to an emergency and pre-approval is not possible, the employee may report off and then follow-up with the Superintendent as soon as possible but in any case no later than 48 hours after returning to work.

“Follow-up”, for the purposes of this paragraph, shall mean presenting to the Superintendent the facts and circumstances of the emergency and the reasons the employee was unable to secure pre-approval. An employee’s failure to follow-up within 48 hours of the employee’s return to work shall be treated as insubordination under W. Va. Code §18A-2-8. “Emergency”, for the purposes of this paragraph, shall mean a situation that poses an immediate risk to health, life, property or environment. Most emergencies require urgent intervention to prevent worsening of the situation.

Violations of this policy shall constitute insubordination within the meaning of W. Va. Code §18A-2-8. Employees violating this policy are subject to disciplinary action up to and including unpaid suspension and/or termination of employment.