

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Time Schedules	785
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The workday for personnel employed in classified positions and assigned to the schools will be determined by the School Board and established by the Principal within the parameters established by the Board of Public Education. Work hours shall be set by the Principal or his designee in such manner to facilitate the instructional program, services and general operation of the school facility.

Personnel employed in classified positions and assigned to the Central office will observe a uniform working day established by the Superintendent.

Work Week

The regular workweek for non-certified positions, which begins at 12:00 midnight on Sundays and ends at 11:59 PM on Saturday, shall be forty (40) hours in a continuous seven-day period. Any workweek less than forty (40) hours in a continuous seven-day period shall be pro-rated on the forty (40) hour week salary schedule.

There will be no dual employment which would cause an employee to exceed forty (40) hours without prior approval of the Superintendent or his designee.

When work load necessitates that a non-certified person work more than the designated time per day, the Supervisor is encouraged to give time off during the same week so as not to exceed a total of forty (40) hours for the entire week. This time off should equal the overtime worked, hour per hour – not compensatory time.

All full time (30 hours) employees will receive full benefits. These employees do not receive overtime or 1-1/2 comp time until they have worked forty (40) hours in a week.

Compensatory Time

Compensatory (comp time) is defined as 1-1/2 hours of release time per one (1) hour of overtime.

Non-certified positions may accrue no more than thirty-nine (39) hours comp time. The employee must be allowed to take compensatory (comp time) within a reasonable period of time so long as it does not disrupt the normal daily activity. It is highly recommended that compensatory (comp time) be taken by the end of the next pay period. In all circumstances, the employee must either take compensatory time or be paid for compensatory (comp time) by the end of the fiscal year.

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Monitoring Overtime

1. The Principal or his designee in each school is responsible for approving and monitoring the schedule for all non-certified positions within the school.
2. Unit-wide personnel (Maintenance, School Food Service, Transportation, Central Office staff) will be monitored by the appropriate immediate Supervisor.
3. The Superintendent is responsible for monitoring the overall schedule through the immediate Supervisor.
4. Financial compensation exceeding regular pay must have prior approval of the Superintendent.