

# Marion County Board of Education

Monitoring:

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Annually,  
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## **Time Schedules and Extra Duty**

**5.602**

**03/18/14**

Rescinds:

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**06/26/12**

### Professional Personnel

#### **DAILY SCHEDULES**

Teachers shall be on duty at least seven and one-half (7 1/2) clock hours each day, including a duty-free lunch period and additional time as the administrative organization requires. Additional time is interpreted to include faculty meetings, in-service programs, committee meetings, general meetings, conferences, school-sponsored activities, and other extra duties before and after school.<sup>1</sup> Except for a duty-free lunch and a scheduled planning period, all teachers shall teach a class each period on a regular basis unless authorized by the Board to the contrary.

#### **EXTRA DUTIES**

Extra duties shall be fairly distributed among the staff.

At least one (1) principal or teacher must be on the school grounds when a bus arrives and at least one (1) teacher must remain after the close of the school day until all buses depart.

#### **PLANNING TIME**

Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement.<sup>2</sup>

A teacher may voluntarily relinquish a planning period to provide for additional "in school" pupil contact time as part of district (local) contract compensation approved by the Board.

#### **LEAVING CLASSROOM**

Teachers shall not leave their classroom, unit or area while students are under their immediate supervision for any purpose other than an emergency concerning the teacher's immediate family or property or for purposes, as deemed by the principal, to be official school business needing immediate attention. Classrooms shall be supervised at all times.

### Support Personnel<sup>3</sup>

The school system shall comply with Wage and Hour Regulations as administered by the U.S. Department of Labor. Actual hours worked are to be reported by each employee. No employee shall be at the job location unless so directed by the immediate supervisor.

#### **WORK SCHEDULES**

Supervisors shall prepare a daily work schedule for both school and non-school months. The daily schedule includes the time to begin work, lunch time and ending time.

Each employee is required to work according to his/her schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible.

All authorized overtime or time-on-the-job-location not within the scheduled time must be approved by the immediate supervisor before the overtime occurs.

### **TIME RECORDS REQUIRED**

Each employee covered by the Wage and Hour Law shall keep a time record of *actual hours worked*.

At the end of each reporting period, each employee shall turn in to their immediate supervisor a report of leave taken from work. This report will be approved and forwarded to the payroll office for data entry.

### **LUNCH PERIODS**

All employees covered by the Wage and Hour Law have at least thirty (30) minutes lunch period without pay. During this scheduled lunch period, the employee shall be relieved of all duties of any nature.

### **EMPLOYEE CERTIFICATION THAT POLICY AND REGULATIONS HAVE BEEN READ**

New employees shall be furnished a copy of this policy. Each employee shall read this policy or have it read to him/her and shall certify that the policy has been read and understood. A copy of this certification shall be on file before the first check is issued to a new employee.

### **EMPLOYEES NOT COVERED BY WAGE AND HOUR LAW**

All employees are covered by the Wage and Hour Law except:

1. Students who work an hour or less per day;
2. Volunteer workers other than regular employees; and
3. Those set forth in the Fair Labor Standards Act as executives, administrative employees and professional (to include all certified personnel).

#### Legal References:

1. TRR/MS 0520-1-3-.03(1) & (5)
2. TRR/MS 0520-1-3-.03(4); TCA 49-1-302(e)(2)
3. TCA 5-23-101;104

#### Cross References:

- School Day 1.801
- Curriculum Development 4.200
- Reporting Student Progress 4.601
- In-Service & Staff Development Activities 5.113
- Supervision of Students 6.408