

Cocke County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date: 06/29/04
		Rescinds: 5.602	Issued: 01/08/04

1 **WORK SCHEDULES**

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3 The workday for full-time licensed and professional staff will be a minimum of seven hours and fifteen
4 minutes¹ and will continue until professional responsibilities to the student and the school are completed.
5 Administrative meetings, curriculum development, student supervision, assigned duties, parent confer-
6 ences, group or individual planning and extra-curricular activities may require hours beyond the stated
7 minimum. Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each
8 week to provide time for planning, preparation for effective teaching and attention to major program
9 improvement.² Work schedules for other employees will be defined by the director of schools or his/
10 her designee, consistent with the Fair Labor Standards Act and provisions of this policy.
11

12 **WORKWEEK DEFINED**

13
14 Working hours for all employees not exempted under the Fair Labor Standards Act,³ including secretaries,
15 bus drivers, cafeteria, janitorial and maintenance personnel, will conform to federal and state regulations.
16 The director of schools will ensure that job positions are classified as exempt or non-exempt and that
17 employees are made aware of such classifications. Supervisors will make every effort to avoid circum-
18 stances which will require non-exempt employees to work more than forty (40) hours each week. For
19 purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees
20 will be 12:00 a.m. Saturday until 11:59 p.m. Friday.
21

22 **LUNCH PERIODS**

23
24 All employees covered by the Wage and Hour Law have at least thirty (30) minutes lunch period without
25 pay. During this scheduled lunch period, the employee shall be relieved of all duties of any nature. If
26 the employee chooses to work, they will be paid for the time so approved by the supervisor.
27

28 **OVERTIME AND COMPENSATORY TIME⁴**

29
30 The Board discourages overtime work by non-exempt employees. A non-exempt employee will not
31 work overtime without the express approval of his/her supervisor. All overtime work must be expressly
32 approved in writing by the director of schools or his/her designee. All supervisory personnel must
33 monitor overtime on a weekly basis and report such time to the director of schools/designee. Principals
34 and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and
35 the Fair Labor Standards Act are followed and will ensure that all employees are compensated for any
36 overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt
37 employees from working more than forty (40) hours in a workweek. Accurate and complete time sheets
38 of actual hours worked during the workweek will be signed by each employee and submitted to the
39 finance director. The finance director will review work records of employees on a regular basis to make
40 an assessment of overtime use.
41

1 In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate
2 of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory
3 time (1) is pursuant to an agreement between the employer and employee reached before overtime work
4 is performed, and (2) is authorized by the immediate supervisor.

5
6 Employees will be allowed to use compensatory time within a reasonable period after requesting such
7 use if the requested use of the compensatory time does not unduly disrupt the operation of the school
8 division. Employees may accrue a maximum of 240 compensatory time hours before they will be pro-
9 vided overtime pay at the rate earned by the employee at the time the employee receives such payment.
10 In addition, upon leaving the school division, an employee must be paid for any unused compensatory
11 time at the rate of not less than the higher of (1) the average regular rate received by the employee dur-
12 ing his/her last three (3) years of employment, or (2) the final regular rate received by the employee.

13
14 Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of
15 pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay or com-
16 pensatory time as provided for working more than forty (40) hours in a workweek.

17
18 This policy shall be included in the staff handbook, however, employees will be provided with a copy
19 of this policy and will be required to sign this policy to acknowledge their understanding of overtime
20 and compensatory time provisions. Such signed policy shall be place din the employee's personnel file
21 and shall constitute the written agreement in this section.

22
23 **EMPLOYEES NOT COVERED BY WAGE AND HOUR LAW**

24
25 All employees are covered by the Wage and Hour Law except:

- 26
27 1. Students who work an hour or less per day;
28 2. Volunteer workers other than regular employees; and
29 3. Those set forth in the Fair Labor Standards Act as executives, administrative employees and
30 professional (to include all certified personnel).

31
32 **ATTENDANCE EXPECTATIONS**

33
34 All employees are expected to be present during all work hours. Absence without prior approval, chron-
35 ic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty
36 and will result in disciplinary action up to and including dismissal.

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40 _____
41 Legal References:

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

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41 Cross References:

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