

Germantown Municipal School District

Monitoring: Review: Annually, in March	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date: 11/15/16
		Rescinds:	Issued:

1 WORK SCHEDULES

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

10 WORKWEEK DEFINED

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

18 NON-EXEMPT EMPLOYEES

19 Non-exempt employees shall be compensated in compliance with all applicable state and federal laws.
20 Employees shall correctly record all work time and review their paystub promptly to identify errors. Any
21 errors shall be immediately reported to the employee's supervisor.

22 Employees shall not work any hours outside of their scheduled workday unless the employee's
23 supervisor has authorized the hours in advance and the overtime hours are recorded on the employee's
24 time card. Employees shall not start before, or finish after their scheduled work hours. Employees are
25 not authorized to work during a meal break, and shall not engage in any unrecorded work.

26 Any employee who fails to report any hours worked, inaccurately reports any hours worked, falsifies a
27 time card, or alters another employee's time card will be subject to disciplinary action, up to and
28 including discharge.

29 District employees shall not instruct another employee or subordinate to incorrectly or falsely report
30 hours worked or alter another employee's time card in any way. Employees instructed to perform these
31 actions or requested to conceal any falsification of time records shall immediately report such violations
32 to the Human Resources Department.

1 **OVERTIME AND COMPENSATORY TIME⁴**

2 The board discourages overtime work by non-exempt employees. A non-exempt employee will not work
3 overtime without the express approval of their supervisor. All overtime work must be expressly approved
4 in writing by the director of schools or their designee. All supervisory personnel must monitor overtime
5 on a weekly basis and report such time to the director of schools/designee. Principals and supervisors
6 will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor
7 Standards Act are followed and will ensure that all employees are compensated for any overtime worked.
8 Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from
9 working more than forty (40) hours in a workweek. Accurate and complete time sheets of actual hours
10 worked during the workweek will be signed by each employee and submitted to the finance director. The
11 finance director will review work records of employees on a regular basis to make an assessment of
12 overtime use.

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

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

24 Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of
25 pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay or
26 compensatory time as provided for working more than forty (40) hours in a workweek.

27 This policy shall be included in the staff handbook, however, employees will be provided with a copy
28 of this policy and will be required to sign this policy to acknowledge their understanding of overtime
29 and compensatory time provisions. Such signed policy shall be placed in the employee's personnel file
30 and shall constitute the written agreement in this section.

31 **ATTENDANCE EXPECTATIONS**

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

Legal References

1. TRR/MS 0520-01-03-.03(1)
2. TRR/MS 0520-01-03-.03(4); TCA 49-1-302 (e)(2)
3. 29 CFR 553.20—23
4. 29 CFR 541.100—.101, .200, .204, .300, .303

Cross References

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