

Lakeland Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date: 02/13/17
		Rescinds: 5.602	Issued: 05/11/15

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 a duty-free planning period of two and one- half (2 1/2)
7 hours each week to provide time for planning, preparation for effective teaching and attention to major
8 program improvement.² Work schedules for other employees will be defined by the superintendent or
9 his/her 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 superintendent 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. Monday until 11:59 p.m. Sunday, beginning Monday, March 20, 2017.

18 **OVERTIME⁴**

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

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

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

5 **ATTENDANCE EXPECTATIONS**

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

Legal References

1. TRR/MS 0520-1-3-.03(1)
2. TRR/MS 0520-1-3-.03; TCA 49-1-302 (e)(2)
3. 29 CFR 553.20-23
4. 29 CFR 54.204 / 541.303

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