

## Decatur County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff Time Schedules</b>	Descriptor Code: <b>5.602</b>	Issued Date: <b>07/13/17</b>
		Rescinds: <b>5.602</b>	Issued: <b>05/13/04</b>

### 1    **WORK SCHEDULES**

2    The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty  
3    minutes<sup>1</sup> 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.<sup>2</sup> 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,<sup>3</sup> 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   **OVERTIME AND COMPENSATORY TIME<sup>4</sup>**

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

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

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

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

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

## 15 **ATTENDANCE EXPECTATIONS**

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

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### 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

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### 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