

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Time Schedules and Extra Duty	Descriptor Code: 5.602	Issued Date: 09/10/01
		Rescinds: 5.602	Issued: 05/08/00

1 *Certificated Personnel*

2
3 **DAILY SCHEDULES**

4
5 Teachers shall be on duty at least seven and one-half (7 1/2) clock hours each day, including a duty-free
6 lunch period and additional time as the administrative organization requires. Additional time is interpreted
7 to include faculty meetings, in-service programs, committee meetings, general meetings, conferences,
8 school-sponsored activities, and other extra duties before and after school.¹

9
10 Extra duties shall be held to a minimum and fairly distributed among the staff.

11
12 **PLANNING TIME**

13
14 Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each week to
15 provide time for planning, preparation for effective teaching and attention to major program improve-
16 ment.² Except in rare instances as approved by the principal, all such unencumbered time shall be spent
17 at the school to which the teacher is assigned.

18
19 **LEAVING CLASSROOM**

20
21 Teachers shall not be called from their classroom, unit or area while students are under their immediate
22 supervision for any purpose other than an emergency concerning the teacher's immediate family or
23 property or for purposes, as deemed by the principal, to be official school business needing immediate
24 attention.

25
26 *Classified Personnel*³

27
28 It shall be the intent of the Board of Education that the school system comply with Wage and Hour
29 Regulations as administered by the U.S. Department of Labor. Actual hours worked are to be reported
30 by each employee. Hours worked are those which the immediate supervisor would "suffer or permit" a
31 subordinate to work. No employee shall be at the job location unless so directed by the immediate
32 supervisor.

33
34 Any deliberate violations of the policy or administrative regulations by an employee shall be considered
35 just cause for termination of employment.

36
37 **WORK SCHEDULES**

38
39 Supervisors shall prepare a daily work schedule both for school and non-school months. The daily
40 schedule includes the time to begin work, lunch time and ending time.

41

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

3
4 All authorized overtime or time-on-the-job-location not within the scheduled time must be approved
5 by the immediate supervisor before the overtime occurs. When pay is calculated for the reporting
6 period, pay shall be docked according to hours scheduled but not worked.

7 **TIME RECORDS REQUIRED**

8
9 Each employee covered by the Wage and Hour Law shall keep a time record of *actual hours worked*.

10
11 The time record is to show time "in" and time "out". When an employee reports for work the "in" time
12 is recorded on the time record. If an employee leaves the work station for personal reasons (lunch,
13 personal business, etc.) the time record shall show time "out". Upon returning to duty the record shall
14 show time "in". At the end of the assigned day's schedule, the record shall show time "out".

15
16 It is an absolute requirement that each employee maintain the time record daily and correctly.

17
18 At the end of each reporting period, employees shall turn in time records to their immediate supervisor
19 for approval. All time records will be forwarded to the payroll office for calculations.

20 **LUNCH PERIODS**

21
22 All employees covered by the Wage and Hour Law have at least thirty (30) minutes lunch period
23 without pay. During this scheduled lunch period, the employee shall be relieved of all duties of any
24 nature.

25 **EXTRACURRICULAR ACTIVITIES, ATHLETIC EVENTS, AND OTHER USES OF 26 FACILITIES REQUIRING OVERTIME**

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28 The time required to perform extra work shall be included on the employee's regular time sheet. The
29 overtime pay shall be paid from the payroll office, but the activity or group shall reimburse the Board.
30 The reimbursement rate shall include fringe benefits and overtime pay.

31
32 All pay for work performed in the operation of the school system by any employee shall be made
33 from the payroll office. If an employee has worked extra hours, for any purpose, the hours are to be
34 included on the regular time sheet and payment made through the payroll office.

35 **EMPLOYEE'S FAMILY OR FRIENDS ON JOB LOCATION**

36
37 No employee's family members or friends shall be allowed to regularly visit the employee while the
38 employee is on the job.

39
40 In cases of occasional visits from family members or friends, no work of any kind or nature shall be
41 permitted by the visitors.

EMPLOYEES NOT COVERED BY WAGE AND HOUR LAW

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

1. Students who work and 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).

New employees shall be furnished a copy of this policy.

Legal References:

1. TRR/MS 0520-1-3-.03(1)
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