

Unicoi County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date: 06/01/05
		Rescinds: 400.05-.06 1100.06	Issued: 121197

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 thirty
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/her
10 designee, consistent with the Fair Labor Standards Act and provisions of this policy.

11 **WORKWEEK DEFINED**

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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 **OVERTIME AND COMPENSATORY TIME⁴**

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

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

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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 dur-
 7 ing his/her last three (3) years of employment, or (2) the final regular rate received by the employee.

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

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

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 18 **ATTENDANCE EXPECTATIONS**

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

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 39 Legal References:
 40 1. TRR/MS 0520-1-3-.03
 41 2. TRR/MS 0520--3-.03; TCA 49-2-302
 42 3. 29 CFR § 54.205; 541.303
 43 4. 29 CFR § 553.20-23; TCA 5-23-101; 104

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