

Hancock County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date: 06/04/15
		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
4 completed. Administrative meetings, curriculum development, student supervision, assigned duties,
5 parent conferences, group or individual planning and extra-curricular activities may require hours
6 beyond the stated minimum. Teachers shall be allotted an duty-free planning period of two and one-
7 half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and
8 attention to major program improvement.² Work schedules for other employees will be defined by the
9 director of schools or their designee, consistent with the Fair Labor Standards Act and provisions of
10 this policy.

11 WORKWEEK DEFINED

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

19 OVERTIME AND COMPENSATORY TIME⁴

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

31 In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate
32 of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory

1 time (1) is pursuant to an agreement between the employer and employee reached before overtime
2 work is performed, and (2) is authorized by the immediate supervisor.

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

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

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

18 **ATTENDANCE EXPECTATIONS**

19 All employees are expected to be present during all work hours. Absence without prior approval,
20 chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect
21 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