

Hardeman County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date: 02/11/16
		Rescinds: 5.602	Issued: 05/20/04

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 individual duty-free planning period of two
7 and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching
8 and attention to major program improvement.² Work schedules for other employees will be defined by
9 the director of schools or their designee, consistent with the Fair Labor Standards Act and provisions
10 of 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 state
14 regulations. The director of schools will ensure that job positions are classified as exempt or non-exempt
15 and that employees are made aware of such classifications. Supervisors will make every effort to avoid
16 circumstances which will require non-exempt employees to work more than forty (40) hours each week.
17 For purposes of compliance with the Fair Labor Standards Act, the workweek for school district
18 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 monitor
23 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 sheets
28 of actual hours worked during the workweek will be signed by each employee and submitted to the
29 finance director. The finance director will review work records of employees on a regular basis to make
30 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 time

1 (1) is pursuant to an agreement between the employer and employee reached before overtime work is
2 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 during
9 his/her last three (3) years of employment, or (2) the final regular rate received by the employee.

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

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.

17 **ATTENDANCE EXPECTATIONS**

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

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

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