WORK SCHEDULES

The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty minutes\(^1\) and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement.\(^2\)

Work schedules for other employees will be defined by the superintendent or his/her designee, consistent with the Fair Labor Standards Act and provisions of this policy.

WORKWEEK DEFINED

Working hours for all employees not exempted under the Fair Labor Standards Act,\(^3\) including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, will conform to federal and state regulations. The superintendent will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than forty (40) hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday beginning Monday, March 20, 2017.

OVERTIME\(^4\)

The Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of his/her supervisor. All overtime work must be expressly approved in writing by the superintendent or his/her designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent/designee. Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and will ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than forty (40) hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek will be signed by each employee and submitted to the finance director. The finance director will review work records of employees on a regular basis to make an assessment of overtime use.
Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay as provided for working more than forty (40) hours in a workweek.

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

**ATTENDANCE EXPECTATIONS**

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