

WORK SCHEDULE

Work Schedule – The length of the workweek for full-time licensed professional staff shall be a minimum of 37.5 hours, and shall continue until professional responsibilities to the student and school are complete. Hours beyond the stated minimum may include, but is not limited to administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities. The length of the workweek for all other full-time employees shall be 40 hours unless otherwise defined by the Superintendent or designee.

Workweek Defined – Working hours for all non-exempt employees under the FLSA, to include but not limited to support associates, teacher assistants, child nutrition, custodians, maintenance, etc., shall conform to federal and state regulations. The Assistant Superintendent for Human Resources shall ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. For purposes of FLSA compliance, the workweek for school district employees shall be Saturday, 12:00 a.m. through Friday, 11:59 p.m. (Note: A copy of the FLSA and any administrative procedures shall be available to employees in the Human Resources Department.)

Overtime – Overtime work by non-exempt employees is discouraged. A non-exempt employee shall not work overtime without approval of his/her supervisor. Approval should be given only if overtime funding is budgeted or the employee agrees to receive compensatory time (see Compensatory Time below). Administrators shall monitor employee's work and ensure that overtime provisions of this procedure and the FLSA are followed. Administrators may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek.

Non-exempt employees whose workweek is less than 40 hours shall be paid at the regular rate of pay for additional time worked up to 40 hours. Such hours should be approved only if budgeted funds are available to cover the expenditures.

Compensatory Time – In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each hour of overtime worked, if such compensatory time (1) is agreed to by the employee before the overtime work is performed and (2) is authorized by his/her supervisor. Employees must be allowed to use compensatory time within a reasonable period after requesting such use, but no longer than thirty days or the last day of the school year for school based employees. Employees may accrue a maximum of 160 regular work hours (240 compensatory time hours) before they must be provided overtime pay at the appropriate rate. In addition, upon leaving the school district, an employee must be paid for any unused compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his/her last three years of employment or (2) the final regular rate received by the employee.

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

Time Sheets – Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and approved by his/her supervisor. The Finance

Department shall issue time sheet procedures and shall review the time sheets on a rotating schedule to ensure leave and time reported matches the time sheet.

Employee Volunteers – Employees may volunteer to work at school events, provided the work is clearly at the employee's option, is in a different capacity from the employee's regularly-assigned duties and is performed on an occasional or sporadic basis. Employees may not volunteer to provide the same type of service they are employed to perform for the school system. Classified employees may volunteer to provide coaching services and be paid a stipend based on the coaching supplement schedule if they are coaching in a designated paid position.

Compensation for Employees Working During Declared Disasters - All non-exempt employees who are required to work at a shelter site or to restore operations of the school system in the event of a declared disaster are to be compensated at a rate equal to 1.5 times their hourly rate for every hour worked in the shelter site or in the immediate clean-up period. Exempt employees assigned by the Superintendent or designee to work a minimum of 4 hours per day during the disaster or in the immediate cleanup period shall receive a daily stipend of \$100. Additionally, administrators shall be paid their regular hourly rate of pay for shelter hours worked beyond the regular workday. The immediate clean-up period is to be established by the Superintendent or designee based upon the existing disaster conditions.

LEGAL REF: Fair Labor Standards Act 29 U.S.C. 201, et seq.

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