

STAFF TIME SCHEDULES

Licensed and Professional Staff Work Schedules

Except where other time schedules have been agreed upon between the supervisor and the employee, the workday for full-time licensed and professional staff, as defined by the Fair Labor Standards Act (FLSA), is a minimum of seven and one quarter hours and continues until professional responsibilities to the students and school division are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning, and extracurricular activities may require hours beyond the stated minimum.

Elementary school classroom teachers are provided at least an average of thirty minutes per day during the students' school week as planning time. Each full-time middle and secondary classroom teacher is provided one planning period per day, or the equivalent, as defined by the Board of Education, unencumbered of any teaching or supervisory duties. If a middle or secondary school classroom teacher teaches more than the standard load of students or class periods per week, as defined by the Board of Education, an appropriate contractual arrangement and compensation is provided.

Other Work Schedules

Work schedules for other employees are defined by the Superintendent or designee, consistent with the Fair Labor Standards Act (FLSA) and the provisions of this policy.

Workweek Defined

For purposes of compliance with the Fair Labor Standards Act, the workweek for school division employees is 12:00 a.m. Monday until 11:59 p.m. Sunday.

Overtime and Compensatory Time

Working hours for all employees not classified as exempt under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel conform to federal and state regulations. The Superintendent ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. The School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of the employee's supervisor. All supervisory personnel must monitor overtime on a weekly basis and report such time to the Superintendent or Superintendent's designee. Principals and supervisors monitor employees' work, ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and 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 40 hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek must be signed by each employee and submitted to the finance officer. The finance officer reviews work records of employees on a regular basis to

48 make an assessment of overtime use.

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

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- 54 • Pursuant to an agreement between the employer and employee reached before overtime
55 work is performed; and
- 56 • Authorized by the immediate supervisor.

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58 Employees will be allowed to use compensatory time within a reasonable period after requesting
59 such use if the requested use of the compensatory time does not unduly disrupt the operation of
60 the school division. Employees may accrue a maximum of 240 compensatory time hours before
61 they will be provided overtime pay at the rate earned by the employee at the time the employee
62 receives such payment. In addition, upon leaving the school division, an employee will be paid
63 for any unused compensatory time at the rate of not less than the higher of the:

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- 65 • Average regular rate received by the employee during the employee's last three years of
66 employment; or
- 67 • Final regular rate received by the employee.

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69 Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay
70 for time worked up to 40 hours. Such employees are provided overtime pay as provided above
71 for working more than 40 hours in a workweek.

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73 Employees are notified of this policy in the ACPS Employee Handbook and are required to
74 acknowledge their understanding of overtime and compensatory time provisions in writing on
75 the associated Department of Human Resources forms. Such signed forms constitute the
76 agreement between the employer and employee required in this section prior to the employee
77 receiving compensatory time off.

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79 Attendance Expectations

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

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- 85 Adopted: June 15, 2006
- 86 Amended: March 27, 2008
- 87 Amended: December 20, 2012
- 88 Amended: December 3, 2015
- 89 Amended: February 20, 2020
- 90 Amended: December 16, 2021

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92 Legal Refs.: 29 U.S.C. §§ 203, 207.

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94 29 CFR §516.1 et seq.

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96 Code of Virginia, 1950, as amended, §§ 22.1-253.13:2, 22.1-253.13:3,
97 22.1-291.1, 40.1-29.2.

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99 8 VAC 20-131-240.

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101 Cross Refs.: GCBD Staff Leaves and Absences
102 GCBD-R Staff Leave and Absence Regulations
103 IC/ID School Year/School Day