



Administrative Regulations

South San Antonio Independent School District

D – Personnel	DEA
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Nonexempt Employees Workday - 2023	

Nonexempt employees are hourly employees and the workday and hours are outlined by the United States Department of Labor (DOL) and the Fair Labor Standards Act (FLSA). Supervisors shall plan work schedules based upon the following guidelines which apply to auxiliary and paraprofessional employees.

1. Auxiliary and paraprofessional employees shall be required to be on daily duty for the number of hours on their work agreement. The supervisor may schedule any of these employees for other duties during his/her workday, as needed (ie, lunch duty, etc.).
2. Full time employees are those employees that are paid for working eight (8) hours per day as is indicated on his/her work agreement. Full time employees may be scheduled for a 30-minute lunch period; as such, they will be scheduled to work for eight (8) hours per day to allow for this break.
3. Principals and supervisors shall plan the daily time schedule for these employees based on the needs and the best interest of the campus/department. Significant changes to work hours should be reviewed and approved by the Human Resources Department prior to making any changes. Supervisors will provide clock in/out procedures for employees required to use the time clock as described in the department handbook.
4. Paraprofessionals assigned to a campus could be assigned to work to accommodate morning bus duty, or lunch duty at the discretion of the principal.
5. Employees may not work beyond the hours that are assigned without prior authorization from their administrator or supervisor. The administrator/supervisor must have prior approval to offer an employee overtime pay.
6. Break Periods – There is no requirement under Texas Law specifying the number of or length of break periods. Similarly, the Fair Labor Standards Act (FLSA) does not require that employees be provided rest period or breaks. (29 CFR 785.18)
7. Lunch Periods – Meal periods lasting at least 30 minutes are not compensable work time. (29 CFR 785.19)

For additional questions or information, contact the Human Resources Department or go the DOL website <https://www.dol.gov/>