Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Staff Time Schedules**	**5.602**	**03/03/25**
		Rescinds:	Issued:

WORK SCHEDULES

The workday for full-time professional staff will be a minimum of seven (7) hours and thirty (30) 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 extracurricular activities may require hours beyond the stated minimum. Teachers shall be allotted an individual, 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 Director of Schools/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 Director of Schools/designee 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.

OVERTIME AND COMPENSATORY TIME[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 shall be expressly approved by the Director of Schools/designee. All supervisory personnel shall monitor overtime on a weekly basis and report such time to the Director of Schools/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 completed by each employee and submitted to the Payroll Clerk. The Payroll Clerk 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.

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 0520-01-02-.31(5)
2. TRR/MS 0520-01-02-.31(6); TCA 49-1-302(e)(2)
3. 29 CFR § 553.20
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 and Professional Learning Opportunities 5.113