



Book	Policy Manual
Section	Section G - PERSONNEL
Title	Staff Time Schedules and Overtime
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## **STAFF TIME SCHEDULES AND OVERTIME**

### General

The Superintendent will promulgate regulations for the recording of time worked.

### Work Schedules

The workday for full-time licensed and professional staff is a minimum of seven hours and continues until professional responsibilities to the student and school are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular 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 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.

Work schedules for other employees are defined by the superintendent or superintendent's designee consistent with the Fair Labor Standards Act and the provisions of this policy.

### Workweek Defined

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

Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, will conform to federal and state regulations. All overtime work must be expressly approved in writing by the superintendent or superintendent's designee. 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 the supervisor and sent to the Payroll Department for processing. The Fiscal Services Department reviews work records of employees on a regular basis to make an assessment of overtime use. 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 of the City of Roanoke discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express written approval of the employee's supervisor.

Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay for time worked up to 40 hours. Such employees are provided overtime pay as provided above for working more than 40 hours in a workweek. Except in emergency situations, overtime hours are worked only with the concurrence of the superintendent or superintendent's designee. Compensatory time is not an option in lieu of overtime.

In preapproved overtime situations, nonexempt classified employees will be paid at a rate of time and one-half (1.5) the regular hourly rate for hours worked over 40 in a standard work week. With the exception of holiday pay, jury duty, school-related subpoenas, and educational leave, no other paid or unpaid leave counts as hours worked.

Employees are provided with a copy of this policy and are required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions, if any. Such signed policy constitutes the written agreement required 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.

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#### Legal Refs.:

29 U.S.C. §§ 203, 207

29 CFR § 516.1 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-253.13:2, 22.1-253.13:3, 22.1-291.1, 40.1-29.2.  
8 VAC 20-131-240.

#### Cross Refs.:

[IC/ID-School Year/School Day](#)

