

Weakley County Board of Education



Monitoring:

Descriptor Term:

Staff Time Schedules

Descriptor Code:

5.602

Issued Date:

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2 **WORK SCHEDULES**

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4 The workday for full-time licensed and professional staff will be a minimum of seven hours and
5 thirty minutes¹ and will continue until professional responsibilities to the student and the school
6 are completed. Administrative meetings, curriculum development, student supervision, assigned
7 duties, parent conferences, group or individual planning and extra-curricular activities may
8 require hours beyond the stated minimum. Teachers shall be allotted a duty-free planning period
9 of two and one-half (2 1/2) hours each week to provide time for planning, preparation for
10 effective teaching and attention to major program improvement.² Work schedules for other
11 employees will be defined by the director of schools or his/her designee, consistent with the Fair
12 Labor Standards Act and the provisions of this policy.

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14 **WORKWEEK DEFINED**

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16 Working hours for all employees not exempted under the Fair Labor Standards Act,³ including
17 secretaries, bus drivers, cafeteria, janitorial and maintenance personnel will conform to federal
18 and state regulations. The director of schools will ensure that job positions are classified as
19 exempt or non-exempt and that employees are made aware of such classifications. Supervisors
20 will make every effort to avoid circumstances which will require non-exempt employees to work
21 more than forty (40) hours each week. For purposes of compliance with the Fair Labor Standards
22 Act, the workweek for school district employees will be 12:00 a.m. Saturday until 11:59 p.m.
23 Friday.

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25 **OVERTIME AND COMPENSATORY TIME⁴**

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27 The Board discourages overtime work by non-exempt employees. A non-exempt employee will
28 not work overtime without the express approval of his/her supervisor. All overtime work must be
29 approved by the director of schools or his/her designee. All supervisory personnel must monitor
30 overtime on a weekly basis and report such time to the director of schools/designee. Principals
31 and supervisors will monitor employees' work, will ensure that overtime provisions of this
32 policy and the Fair Labor Standards Act are followed and will ensure that all employees are
33 compensated for any overtime worked. Principals or supervisors may need to adjust daily
34 schedules to prevent non-exempt employees from working more than forty (40) hours in a
35 workweek. Accurate and complete time sheets of actual hours worked during the workweek will
36 be signed by each employee and submitted to the finance director. The finance director will
37 review work records of employees on a regular basis to make an assessment of overtime use.

Legal References:

¹ TRR/MS 0520-1-3-.03

² TRR/MS 0520-1-3-.03; TCA 49-1-302

³ 29 CFR §54.205; 541.303

⁴ 29 CFR § 553.20-23; TCA 5-23-101; 104

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2 In lieu of overtime compensation, non-exempt employees may receive compensatory time off at
3 a rate of not less than one and one-half (1.5) hours for one hour of overtime worked, if such
4 compensatory time (1) is pursuant to an agreement between the employer and employee reached
5 before overtime work is performed, and (2) is authorized by the immediate supervisor.

6 Employees will be allowed to use compensatory time within a reasonable period after requesting
7 such use if the requested use of the compensatory time does not unduly disrupt the operation of
8 the school division. Employees may accrue a maximum of 240 compensatory time hours before
9 they will be provided overtime pay at the rate earned by the employee at the time the employee
10 receives such payment. In addition, upon leaving the school division, an employee must be paid
11 for any unused compensatory time at the rate of not less than the higher of (1) the average
12 regular rate received by the employee during his/her last three (3) years of employment, or (2)
13 the final regular rate received by the employee.

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15 Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular
16 rate of pay for time worked up to forty (40) hours. Such employees shall be provided overtime
17 pay or compensatory time as provided for working more than forty (40) hours in a workweek.
18 This policy shall be included in the staff handbook, however, employees will be provided with a
19 copy of this policy and will be required to sign this policy to acknowledge their understanding of
20 overtime and compensatory time provisions. Such signed policy shall be placed in the
21 employee's personnel file and shall constitute the written agreement required in this section.

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23 **ATTENDANCE EXPECTATIONS**

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