

## 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 make an assessment of overtime use.

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

- 1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and
- 2) is authorized by the immediate supervisor.

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

- 1) the average regular rate received by the employee during his/her the employee's last three years of employment, or
- 2) the final regular rate received by the employee.

#### Attendance Expectations

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

Adopted: June 15, 2006  
Amended: March 27, 2008  
Amended: December 20, 2012  
Amended: December 3, 2015  
Amended: February 20, 2020

Legal Refs.: 29 U.S.C. § 201 et seq.  
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, 40.1-28.8 et seq.

8 VAC 20-131-240.

Cross Ref.: IC/ID            School Year/School Day