

Dickson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date: 08/23/12
		Rescinds:	Issued:

1 **WORK SCHEDULES**

2
3 The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty
4 minutes and will continue until professional responsibilities to the student and the schools are completed.
5 Administrative meetings, curriculum development, student supervision, assigned duties, parent confer-
6 ences, group or individual planning and extra-curricular activities may require hours beyond the stated
7 minimum. Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each
8 week to provide time for planning, preparation for effective teaching and attention to major program
9 improvement. Work schedules for other employees will be defined by the director of schools / designee,
10 consistent with the Fair Labor Standards Act and provisions of this policy. (TRR/MS 0520-1-3-.031)

11
12 **WORKWEEK DEFINED**

13
14 Working hours for all employees not exempted under the Fair Labor Standards Act, (TCA 5-23-101;104)
15 including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, will conform to federal
16 and state regulations. The director of schools/designee will ensure that job positions are classified as
17 exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make
18 every effort to avoid circumstances which will require non-exempt employees to work more than forty
19 (40) hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek
20 for school district employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday.

21
22 **OVERTIME AND COMPENSATORY TIME**

23
24 The Board discourages overtime work by non-exempt employees. A non-exempt employee will not
25 work overtime without the express approval of his/her supervisor. All overtime work must be expressly
26 approved in writing by the director of schools / designee. All supervisory personnel must monitor
27 overtime on a weekly basis and report such time to the director of schools/designee. Principals and su-
28 pervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair
29 Labor Standards Act are followed and will ensure that all employees are compensated for any overtime
30 worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees
31 from working more than forty (40) hours in a workweek. Accurate and complete time sheets of actual
32 hours worked during the workweek will be signed by each employee and submitted to the business
33 office. The Director of Schools/designee will review work records of employees on a regular basis to
34 make an assessment of overtime use.

35
36 In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate
37 of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory
38 time (1) is pursuant to an agreement between the employer and employee reached before overtime work
39 is performed, and (2) is authorized by the immediate supervisor.

40
41

1 Employees will be allowed to use compensatory time within a reasonable period after requesting such
2 use if the requested use of the compensatory time does not unduly disrupt the operation of the school
3 / department. Employees may accrue a maximum of 240 compensatory time hours before they will
4 be provided overtime pay at the rate earned by the employee at the time the employee receives such
5 payment. In addition, upon leaving the school system, an employee must be paid for any unused com-
6 pensatory time at the rate of not less than the higher of (1) the average regular rate received by the
7 employee during his/her last three (3) years of employment, or (2) the final regular rate received by the
8 employee. Non-exempt employees whose workweek is less than forty (40) hours will be paid at the
9 regular rate of pay for time worked up to forty (40) hours. Such employees shall be provided overtime
10 pay or compensatory time as provided for working more than forty (40) hours in a workweek.
11

12 **ATTENDANCE EXPECTATIONS**

13
14 All employees are expected to be present during all work hours. Absence without prior approval, chronic
15 absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty
16 and may result in disciplinary action up to and including dismissal.
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

38 Cross References:
39
40
41 School Day 1.801
42 Curriculum Development 4.200
43 Reporting Student Progress 4.601
44 In-Service & Staff Development Activities 5.113
45 Supervision of Students 6.408
46
47
48