

Millington Board of Education

Monitoring: Review: Annually	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date: 05/05/14
		Rescinds: 5.602	Reviewed/Revised: 06/06/2206/05/23

1 WORK SCHEDULES (CALENDARS)¹

2 All full-time employees and most part-time employees will be assigned to a work schedule (calendar)
3 for their position at the time of employment. The work schedule will identify (if applicable) the
4 scheduled work days, scheduled non-work days, hours per day, scheduled holidays, scheduled vacation
5 days, the first day of work, and the last day of work. The daily start and end times for the normal work
6 day will be set annually by the director of schools.

7 WORKWEEK DEFINED

8 For purposes of compliance with the Fair Labor Standards Act, the workweek for school district
9 employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Working hours for all employees,
10 exempt or non-exempt under the Fair Labor Standards Act³, will conform to federal and state regulations.
11 The director of schools will ensure that job positions are classified as exempt or non-exempt and that
12 employees are made aware of such classifications.

13 EXEMPT EMPLOYEES

14 Teachers and Professional Staff - The workday for full-time licensed and professional staff will be a
15 minimum of seven hours and thirty minutes and will continue until professional responsibilities to the
16 student and the school are completed. Administrative meetings, curriculum development, student
17 supervision, assigned duties, parent conferences, group or individual planning and extra-curricular
18 activities may require hours beyond the stated minimum. Teachers shall be allotted a duty-free planning
19 period of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective
20 teaching and attention to major program improvement.²

21 Salary Exempt Staff - The normal work day hours will be set by the director of schools.

22 NON-EXEMPT EMPLOYEES

23 Hourly employees assigned to a work schedule (calendar) will have daily start and stop times for a
24 normal work day. The start and stop times will be determined each year by the director of schools.
25 Regular part-time hourly employees will be assigned a work schedule and normal work day start and
26 stop times. Other part-time employees may be assigned hours on an as needed basis. Part-time
27 employees are not authorized to work 30 hours or more in a single work week, except for Nutrition part-
28 time employees who may be asked to work in place of a full-time employee who may have unscheduled
29 absence. The approval for Nutrition part-time employees to work 30 hours or more in a week should be
30 for unforeseen circumstances to prevent disruption of services and approved by the school principal.

1 **ALTERNATIVE WORK HOURS**

2 Alternative work hours are hours worked outside the normal scheduled work hours and time taken
3 during the same work week. For example: 1) a clerical person who normally works from 7 am to 3:30
4 pm (8 hours) has a teacher conference on Wednesday at 10 am. The principal or Central Office (CO)
5 supervisor may allow that employee to work an extra hour on Tuesday to cover the time taken off on
6 Wednesday; 2) a principal needs a volunteer hourly employee to work 3 extra hours on Monday to
7 help with a parent/teacher conference. The employee takes off 3 hours on Friday afternoon. The total
8 normal weekly hours worked does not change.

9 Alternative work hours are volunteer only and must be approved by the principal or CO supervisor
10 prior to working the hours or taking the time off. Alternative work hours will be recorded on the time
11 sheets as hours worked during the same week. In example (1) above, the employee would record
12 working from 7 am to 4:30 pm (9 hours) on Tuesday and from 7 am to 10 am and 11 am to 3:30 pm (7
13 hours) on Wednesday.

14 **OVERTIME⁴**

15 Exempt employees may sometimes work more than a 40 hour week. They are compensated for any
16 overtime with their annual salary and no additional overtime compensation will be paid.

17 The Board discourages overtime work by non-exempt employees. A non-exempt employee will not
18 work overtime without the express approval of their principal or CO supervisor. The principal or CO
19 supervisor must request approval from the director of schools or his/her designee prior to allowing
20 employees to work overtime. Principals and CO supervisors will monitor employees' work, will
21 ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and will
22 ensure that all non-exempt employees are compensated for any overtime worked. Principals or
23 supervisors may need to adjust daily schedules to prevent non-exempt employees from working more
24 than their scheduled hours in a workweek.

25 **COMPENSATORY TIME**

26 In lieu of overtime pay, non-exempt employees should receive compensatory time off. Compensatory
27 time will be calculated at a rate of one and one-half (1.5) hours for each hour of overtime worked
28 above 40 hours. As with overtime pay, a non-exempt employee will not work additional hours above
29 their normal work week without the express approval of their principal or CO supervisor. Employees
30 will be allowed to use compensatory time within a reasonable period if the requested use of the
31 compensatory time does not unduly disrupt the operation of the school. Request for using
32 compensatory time will be submitted in the same manner as request for personal time off or vacation
33 time off.

34 Compensatory time must be used within 26 pay periods from the time it is accrued. Employees may
35 accrue a maximum of 240 compensatory time hours. Additional overtime hours will be paid at the
36 overtime rate. Upon leaving the district, an employee must be paid for any unused compensatory time
37 at the rate of not less than the higher of (1) the average regular rate received by the employee during
38 his/her last three (3) years of employment, or (2) the final regular rate received by the employee.

Compensatory and overtime will be recorded on time sheets. Overtime will be paid in the pay period earned. A record of compensatory time accrual will be maintained in the same manner as vacation time or sick time.

This policy shall be included in the staff handbook. Employees will be provided with a copy of this policy and will be required to sign a statement to acknowledge their understanding of overtime and compensatory time provisions. Such signed statement shall be placed in the employee's personnel file and shall constitute the written agreement 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.

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—23
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