

1 **A. WORK SCHEDULES**

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 3 The superintendent shall establish work schedules for all school employees. The length
 4 of the school day for licensed and professional staff will be a minimum of 7 hours and 30
 5 minutes and will continue until professional responsibilities to the student and school are
 6 completed. Administrative meetings, curriculum development, pupil supervision,
 7 assigned duties, parent conferences, group or individual planning, and extracurricular
 8 activities may require hours beyond the stated minimum. Work schedules for other
 9 employees should include a maximum of 40 hours per week and will be defined by the
 10 superintendent or designee, consistent with the Fair Labor Standards Act and the
 11 provisions of this policy.
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13 Daily schedules for each school, including specific times for beginning and ending the
 14 workday, shall be established by the principal. Daily schedules for other school
 15 employees who do not report to a school principal shall be determined by their
 16 supervisors. Although the daily schedule may be subject to change, it must be outlined
 17 and made available in each school.
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19 **B. WORKWEEK DEFINED**

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 21 Working hours for all employees not exempted under the Fair Labor Standards Act
 22 (FLSA), including secretarial, cafeteria, janitorial, and maintenance personnel, will
 23 conform to federal and state regulations. The superintendent shall ensure that job
 24 positions are classified as exempt or non-exempt and that employees are made aware of
 25 such classifications. Supervisors shall make every effort to avoid circumstances that
 26 require non-exempt employees to work more than 40 hours each week. For purposes of
 27 FLSA Compliance, the workweek for school system employees will be 12:00 01 a.m.
 28 Saturday Sunday until ~~11:59 p.m.~~ 12:00 a.m. the following Friday Sunday. A copy of the
 29 FLSA and any administrative procedures established by the superintendent will be
 30 available to employees in the human resources office.
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32 **C. OVERTIME AND COMPENSATORY TIME**

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 34 The Transylvania County Board of Education (the “board”) discourages overtime work
 35 by non-exempt employees. A non-exempt employee may not work overtime without the
 36 express approval of his or her supervisor. All overtime work must be approved by the
 37 superintendent or designee. All supervisory personnel shall monitor overtime use on a
 38 weekly basis and report such use to the superintendent or designee. Principals and
 39 supervisors shall monitor employees’ work, shall ensure that overtime provisions of this
 40 policy and the FLSA are followed, and shall ensure that all employees are compensated
 41 for any overtime worked. Principals or supervisors may need to adjust daily schedules to
 42 prevent non-exempt employees from working more than 40 hours in a workweek.
 43 Accurate and complete timesheets of actual hours worked during the workweek must be
 44 signed by each employee and submitted to the finance officer. The finance officer shall

45 review work records of employees on a regular basis to make an assessment of overtime
46 use.

47
48 In lieu of overtime compensation, non-exempt employees may receive compensatory
49 time off at a rate of not less than one and one-half hours for each one hour of overtime
50 worked, if such compensatory time (1) is agreed to by the employee before the overtime
51 work is performed and (2) is authorized by the immediate supervisor. Employees must
52 be allowed to use compensatory time within a reasonable period after requesting such use
53 (see policy 7510, Leave). Employees may accrue a maximum of 240 compensatory time
54 hours before they must be provided overtime pay at the appropriate rate. In addition,
55 upon leaving the school system, an employee must be paid for any unused compensatory
56 time at the rate of not less than the higher of (1) the average regular rate received by the
57 employee during his or her last three years of employment or (2) the final regular rate
58 received by the employee.

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60 Non-exempt employees whose workweek is less than 40 hours will be paid at the regular
61 rate of pay for time worked up to 40 hours. Such employees will be provided overtime
62 pay or compensatory time as provided above for working more than 40 hours in a
63 workweek.

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65 Employees will be provided a copy of this policy and will be required to sign this policy
66 to acknowledge their understanding of overtime and compensatory time provisions. Such
67 signed policy will constitute the agreement required in this section.

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69 **D. ATTENDANCE EXPECTATIONS**

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

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76 Legal References: The Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 201, *et seq.*;
77 G.S. 115C-47(18), -288, -307; *North Carolina Public School Personnel Employee Salary and*
78 *Benefits Manual* (most current version), North Carolina Department of Public Instruction,
79 Division of School Business, available at <http://www.ncpublicschools.org/fbs/finance/salary/>

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81 Cross References: Leave (policy 7510)

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83 Adopted: