

A. WORK SCHEDULES

The superintendent shall establish work schedules for all school employees. The length of the school day for licensed and professional staff will be a minimum of 7 hours and 30 minutes and will continue until professional responsibilities to the student and school are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, and extracurricular activities may require hours beyond the stated minimum. Work schedules for other employees should include a maximum of 40 hours per week and will be defined by the superintendent or designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

Daily schedules for each school, including specific times for beginning and ending the workday, shall be established by the principal. Daily schedules for other school employees who do not report to a school principal shall be determined by their supervisors. Although the daily schedule may be subject to change, it must be outlined and made available in each school.

B. WORKWEEK DEFINED

Working hours for all employees not exempted under the Fair Labor Standards Act (FLSA), including secretarial, cafeteria, janitorial, and maintenance personnel, will conform to federal and state regulations. The superintendent shall ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors shall make every effort to avoid circumstances that require non-exempt employees to work more than 40 hours each week. For purposes of FLSA Compliance, the workweek for school system employees will be 12:01 a.m. Sunday until 12:00 a.m. the following Sunday. A copy of the FLSA and any administrative procedures established by the superintendent will be available to employees in the human resources office.

C. OVERTIME AND COMPENSATORY TIME

The Transylvania County Board of Education (the “board”) discourages overtime work by non-exempt employees. A non-exempt employee may not work overtime without the express approval of his or her supervisor. All overtime work must be approved by the superintendent or designee. All supervisory personnel shall monitor overtime use on a weekly basis and report such use to the superintendent or designee. Principals and supervisors shall monitor employees’ work, shall ensure that overtime provisions of this policy and the FLSA are followed, and shall 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 timesheets of actual hours worked during the workweek must be 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.

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 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 [https://www.dpi.nc.gov/districts-schools/district-](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/compensation-public-school-employees)
 80 [operations/financial-and-business-services/compensation-public-school-employees](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/compensation-public-school-employees)
 81 <http://www.ncpublicschools.org/fbs/finance/salary/>

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 83 Cross References: Leave (policy 7510)

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 85 Adopted: March 7, 2016

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 87 Revised: [DATE]