

PERSONNEL

File: GAA-R

STAFF TIME SCHEDULES

The Superintendent or designee shall establish daily time schedules for all classifications of employees. The established schedules shall be subject to School Board review.

1. In setting such schedules, consideration must be given but not be limited to evening and weekend responsibilities, wage and hour regulations, comparative schedules of employees in other school systems, and schedules established by other employers in the community that provide a generally accepted standard.
2. All employees shall be designated according to regulations of the Fair Labor Standards Act as exempt or nonexempt for purposes of determining schedules and expectation of the position within each designation. Each employee shall be notified of the designation and the effect on time schedules during the hiring process.
3. Information regarding the differences between exempt and nonexempt will be provided in the [Employee Handbook](#) with time schedules for employees. An explanation of the expectations of each group for the purposes of determining work schedules and any requirements for work beyond a stated minimum number of hours will be included.
4. The Director of Human Resources shall work with elementary principals to insure that all elementary teachers are provided an average of thirty minutes per day during the students' school week as planning time.

Overtime and Compensatory Time

The Director of Human Resources shall include in the Employee Handbook information for all employees about the requirements of the Fair Labor Standards Act relating to the distinction between results of overtime and compensatory time for all classifications of employees.

1. Supervisory personnel shall receive training regarding the requirements of the Fair Labor Standards Act and notification of the status of all employees under the supervisor's supervision.
2. If a supervisor requires the services of an employee designated as nonexempt beyond the normal work schedule of the employee, the supervisor will be required to contact the Superintendent or designee and follow all procedures to properly compensate the nonexempt employee with overtime or compensatory time as approved by the Director of Human Resources.
3. The Director of Finance shall monitor the use of overtime for nonexempt employees. Ongoing information will be provided to the Superintendent.

Attendance Expectations

1. All employees are expected to be present during work hours. If an employee needs to be absent for any reason, the employee shall follow all procedures for absences and leaves as described in the Employee Handbook.

2. Any employee who does not follow the expectations will be subject to possible disciplinary action.

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Legal References.: 29 U.S.C. § 201 et seq.

29 C.F.R § 516.1 et seq.

Code of Virginia, 1950, as amended, §§ 40.1-28.8 et seq.