

Bartlett City Board of Education		5033
Descriptor Term: STAFF TIME SCHEDULES	Descriptor Code: Personnel	Issue Date: 07/24/2014
	Rescinds:	Revised: 11/19/2015

1 Work Schedules

2 The workday for full-time staff will be a minimum of seven hours and thirty minutes¹ and will
3 continue until professional responsibilities to the student and the school are completed.
4 Administrative meetings, curriculum development, student supervision, assigned duties, parent
5 conferences, group or individual planning and extra-curricular activities may require hours beyond
6 the stated minimum. Teachers shall be allotted a duty-free planning period of two and one-half (2
7 1/2) hours each week to provide time for planning, preparation for effective teaching and attention
8 to major program improvement.² Work schedules for other employees will be defined by the
9 Superintendent or his/her designee, consistent with the Fair Labor Standards Act and provisions
10 of this policy.

11 Workweek Defined

12 Working hours for all employees not exempted under the Fair Labor Standards Act,³ including
13 secretaries and cafeteria, janitorial, and maintenance personnel, will conform to federal and state
14 regulations. The Superintendent will ensure that job positions are classified as exempt or non-
15 exempt and that employees are made aware of such classifications. Supervisors will make every
16 effort to avoid circumstances which will require non-exempt employees to work more than forty
17 (40) hours each week. No employee shall be at the job location unless so directed by his or her
18 immediate supervisor. For purposes of compliance with the Fair Labor Standards Act, the
19 workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.

20 Overtime and Compensatory Time⁴

21 The Board discourages overtime work by non-exempt employees. A non-exempt employee will
22 not work overtime without the express approval of their supervisor. All overtime work must be
23 expressly approved in writing by the Superintendent or his/her designee. All supervisory
24 personnel must monitor overtime on a weekly basis and report such time to the Superintendent
25 or his/her designee. Principals and supervisors will monitor employees' work, will ensure that
26 overtime provisions of this policy and the Fair Labor Standards Act are followed, and will ensure
27 that all employees are compensated for any overtime worked. Principals or supervisors may need
28 to adjust daily schedules to prevent non-exempt employees from working more than forty (40)
29 hours in a workweek. Accurate and complete time sheets of actual hours worked during the
30 workweek will be signed by each employee and submitted to the Chief Financial Officer. The

¹ TRR/MS 0520-1-3-.03(1)

² TRR/MS 0520-1-3-.03; T.C.A. §49-1-302

³ 29 C.F.R. §553.20-23

⁴ 29 C.F.R. §54.204; 29 C.F.R. §541.303

1 Chief Financial Officer will review work records of employees on a regular basis to make an
2 assessment of overtime use.

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

7 Employees will be allowed to use compensatory time within a reasonable period after requesting
8 such use if the requested use of the compensatory time does not unduly disrupt the operation of
9 the department. Employees may accrue a maximum of 240 compensatory time hours before they
10 will be provided overtime pay at the rate earned by the employee at the time the employee
11 receives such payment. In addition, upon leaving the school district, an employee must be paid
12 for any unused compensatory time at the rate of not less than the higher of (1) the average regular
13 rate received by the employee during his/her last three (3) years of employment, or (2) the final
14 regular rate received by the employee.

15 Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular
16 rate of pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay
17 or compensatory time as provided for working more than forty (40) hours in a workweek.

18 This policy shall be included in the staff handbook, however, employees will be provided with a
19 copy of this policy and will be required to sign this policy to acknowledge their understanding of
20 overtime and compensatory time provisions. Such signed policy shall be placed in the employee's
21 personnel file and shall constitute the written agreement in this section.

22 Attendance Expectations

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