

Marion County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Work Schedules, Extra Duty and Time Records	Descriptor Code: 5.602	Issued Date: 06/22/20
		Rescinds:	Revised: 07/12/21

1 **CERTIFIED EMPLOYEES**

2 The workday for certified employees will be a minimum of seven hours and thirty minutes¹ including a duty free
3 lunch period, and will continue until professional responsibilities to the student and the school are completed.
4 Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences,
5 group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Full-
6 time classroom teachers shall be allotted an individual planning period of two and one-half (2 1/2) hours each
7 week to provide time for planning, preparation for effective teaching and attention to major program
8 improvement.²

9 **EXTRA DUTIES**

10 Extra duties shall be fairly distributed among the staff. At least one (1) principal or teacher must be on the school
11 grounds when a bus arrives and at least one (1) teacher must remain after the close of the school day until all buses
12 depart.

13 **LEAVING CLASSROOM**

14 Teachers shall not leave their classroom, unit or area while students are under their immediate supervision for any
15 purpose other than an emergency concerning the teacher's immediate family or property or for purposes, as
16 deemed by the principal, to be official school business needing immediate attention. Classrooms shall be
17 supervised at all times.

18 **CLASSIFIED EMPLOYEES**

19 Work schedules for classified employees will be established by the director of schools or the employee's
20 immediate supervisor, consistent with the Fair Labor Standards Act and provisions of this policy.

21 Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work
22 more than forty (40) hours each work week. For purposes of compliance with the Fair Labor Standards Act, the
23 workweek for school district employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. Each employee is
24 required to work according to his/her schedule unless there is an emergency. When an emergency arises, the
25 immediate supervisor shall be notified as soon as possible. Any overtime or time on the job location not within
26 the scheduled time must be approved by the immediate supervisor before the overtime occurs.

27 **TIME RECORDS^{3,4}**

28 All employees are required to keep an accurate record of their hours worked. At the end of each reporting period,
29 employees shall turn in their time records of actual hours worked and leave taken to their immediate supervisor.
30 This report shall be approved and forwarded to the payroll office for data entry.

31 **OVERTIME⁴**

32 Any work performed by non-exempt employees that exceeds forty (40) hours in one workweek is considered
33 "overtime" and will be compensated at time and one-half (1 1/2) of the employee's regular rate of pay. Holidays,
34 sick days, and other paid time off are not considered as hours worked for purposes of overtime.

1 Non-exempt employees are prohibited from working overtime without receiving prior approval from an
2 immediate supervisor. Supervisory personnel shall monitor employees' hours to ensure that overtime provisions
3 of this policy are followed and ensure that all employees are properly compensated for any overtime worked.
4 Supervisory personnel may need to adjust daily schedules to prevent non-exempt employees from working more
5 than forty (40) hours in a work week.

6 The Board is committed to compensating non-exempt employees for each and every hour worked. As such, the
7 District does not expect, permit, or allow any of its employees to work "off the clock" or on an unpaid basis at
8 any time, even if they are asked to do so by a supervisor or administrator.

9 Examples of prohibited off-the-clock work include but are not limited to:

- 10 • Performing work outside of regularly scheduled hours without reporting time worked;
- 11 • Performing work during the employee's meal period and not reporting the missed or interrupted meal
12 period;
- 13 • Performing work at home and not reporting the time worked; and
- 14 • Sending or responding to school-related e-mails at home.

15 Non-exempt employees who perform work outside normal working hours are required to keep track of all time
16 worked and immediately report that time to the employee's direct supervisor on the next regularly scheduled work
17 day. It is the employee's responsibility to ensure that all hours worked are accurately recorded.

18 It is a violation of this policy for anyone to instruct or encourage another employee to work off-the-clock,
19 incorrectly report hours worked, or to alter another employee's time records. Employees who are aware of
20 possible violations of this policy should immediately report their concerns to the Department of Human Resources.
21

22 All employees covered by the Wage and Hour Law have at least a thirty (30) minute lunch period without pay.
23 During this lunch period, the employee shall be relieved of all duties of any nature.
24

25 **EMPLOYEES NOT COVERED BY THE WAGE AND HOUR LAW**

26
27 All employees are covered by the Wage and Hour Law except:

- 28 1. Students who work an hour or less per day;
- 29 2. Volunteer workers other than regular employees; and
- 30 3. Those set forth in the Fair Labor Standards Act as executives, administrative employees and professional
31 (to include all certified personnel).

32 **ATTENDANCE EXPECTATIONS**

33 All employees are expected to be present during all work hours. Absences without notifying the supervisor, prior
34 approval, chronic absences (6 or more unexcused days per school year), habitual tardiness or abuses of designated
35 working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

36 A 'no call no show' occurs when an employee fails to report to work and does not provide advance notice or
37 contact their supervisor to explain their absence. Two consecutive no call no shows will be considered job
38 abandonment and the employee will be terminated immediately.

Legal References

1. TRR/MS 0520-01-03-.03(1)
2. TRR/MS 0520-01-03-.03(4); TCA 49-1-302 (e)(2)
3. 29 CFR § 516.2
4. 29 CFR §§778.201-207

