

## STAFF TIME SCHEDULES

### Work Schedules

The workday for full-time licensed and professional staff is a minimum of seven hours and twenty-five minutes per day plus one extra hour on Tuesdays and continues until professional responsibilities to the students and school are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Each full-time classroom teacher is provided one planning period per 8-period cycle, or the equivalent, as defined by the Board of Education, unencumbered of any teaching or supervisory duties. If a classroom teacher teaches more than the standard load of students or class periods per week, as defined by the Board of Education, an appropriate contractual arrangement and compensation is provided. Work schedules for other employees are defined by the director or director's designee consistent with the Fair Labor Standards Act and the provisions of this policy.

### Workweek Defined

For purposes of compliance with the Fair Labor Standards Act, the workweek for employees of Maggie L. Walker Governor's School Regional Board is 12:00 a.m. Saturday until 11:59 p.m. Friday.

### Overtime

Working hours for all employees not classified as exempt under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, conform to federal and state regulations. The director ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. The Maggie L. Walker Governor's School Regional Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of the employee's supervisor. All overtime work must be expressly approved in writing by the director or director's designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the director or director's designee. Supervisors monitor employees' work, ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ensure that all employees are compensated for any overtime worked. Supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek must be signed by each employee and submitted to the finance officer. The finance officer reviews work records of employees on a regular basis to make an assessment of overtime use.

Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay for time worked up to 40 hours. Such employees are provided overtime pay as provided above for working more than 40 hours in a workweek.

## Attendance Expectations

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

Adopted: September 18, 2014

Amended : October 17, 2019

Amended : October 21, 2021

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Legal Refs.: 29 U.S.C. 29 U.S.C. §§ 203, 207

29 C.F.R § 516.1 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-253.13:2, 22.1-253.13:3, 22.1-291.1, 40.1-29.2.

8 VAC 20-131-240.

Cross Ref.: Pol 3004

School Year/School Day