

STAFF TIME SCHEDULES

Work Schedules

Except where other time schedules have been agreed upon between the supervisor and the employee, the scheduled workday for full-time licensed teacher-scale personnel will be seven and one quarter hours 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 extra-curricular activities may require hours beyond the stated minimum. Work schedules for other employees will be defined by the ~~superintendent~~ Superintendent or ~~his/her~~ designee, consistent with the Fair Labor Standards Act (FLSA) and the provisions of this policy.

Workweek Defined

Working hours for all employees not exempted under the FLSA will conform to federal and state regulations. The ~~superintendent~~ Superintendent will ensure that job positions are classified as exempt or nonexempt and that employees are made aware of such classifications. For ~~purposed~~ purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday.

Overtime and Flexible Scheduling

Supervisors will make every effort to avoid circumstances that will require nonexempt employees to work more than 40 hours each week. In those cases where overtime is unavoidable, compensation will be in accordance with the FLSA. Supervisors will monitor employees' work, ensure that overtime provisions of this policy and the FLSA are followed, and ensure that all employees are compensated for any overtime worked.

Supervisors may use flexible scheduling techniques to minimize nonexempt employees working more than 40 hours in a workweek, while meeting the school division's operational requirements.

Attendance Expectations

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

Adopted: June 15, 2006

Amended: March 27, 2008

Amended: December 20, 2012

~~Affirmed~~Amended:

Legal Refs.: 29 U.S.C. section 201 *et seq.* and 29 CFR section 516.1 *et seq.*

Code of Virginia, 1950, as amended, ~~§sections~~ [40.1-28.8](#) *et seq.*

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