

Salmon School District No. 291

PERSONNEL

5210

Work Day

Length Of Work Day – Certified

All conditions pertaining to the certified work day, preparation periods, lunches, etc., are found in the current collective bargaining agreement. Arrival time shall generally be as directed by the principal or as stipulated in the agreement.

Length of Work Day – Classified

The length of a classified work day is governed by the number of hours for which the employee is assigned. A “full-time” employee shall be considered to be thirty-two (32) hour per week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for. The schedule will be established by the supervisor.

Employees shall not engage in any other employment or in a private business during the hours necessary to fulfill those duties assigned by the School District.

The exact hours of duty for support staff employees shall be established by the building principal or supervisor with the approval of the Superintendent and for employees in the district office, by the Superintendent.

All employees will be expected to report to work on time. Likewise, employees are to complete their work at the designated time. Persistent tardiness or extension of work beyond the scheduled quitting time is sufficient cause for dismissal.

This policy shall ensure that Salmon School District #291 complies with the overtime pay, the compensatory time, and the record keeping requirements of the Fair Labor Standards Act (FLSA). The FLSA requires that overtime be paid to nonexempt employees either in the form of monetary compensation or compensatory time at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of 40 hours per week.

1. **Covered Employees:** Employees in the following job classifications are covered under the FLSA: Paraprofessionals, assistant teacher, bookkeepers, clerks, custodians, food service workers, maintenance personnel, receptionists, secretaries, bus drivers, mechanics, computer technicians and security personnel. Some employees in the above positions may be exempt from coverage if they have supervisory responsibilities and their supervisory duties exceed 50 percent of their work time or for other reasons.

2. **Exempt employees:** Certain employees are exempt from coverage under the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administration, and professional employees such as teachers, counselors, supervisors, and administrators. Employees or supervisors who are unsure if an employee is exempt from coverage shall consult the Superintendent or Business Manager.

3. **Hours worked:** The District's work week begins Monday at 12:00 a.m. and ends Sunday at 11:59 p.m. Employees are expected to arrive and depart at or about the Time specified by the District, unless requested to work overtime by their immediate Supervisor. Covered employees shall accurately record hours worked during each Week, including the exact time of arrival and departure from work and all overtime, by time sheet or time card. Supervisors and principals shall review, approve, and submit all time sheets or time cards to the payroll office prior to each pay period. It is the expectation that support staff employees who work 5 hours or more per day take a 30 minute non-paid lunch break every day. If an employee cannot take a 30 minute lunch break, the district will pay them as if no break was taken. Subsequently, the employee's pay or work schedule will be adjusted. During any continuous 4 hour work period employees may take a 10 minute break. Failure to take a scheduled break does not constitute a reason for leaving 10 minutes early from work.

4. **Overtime pay:** Employees covered by the FLSA shall be paid not less than 1.5 times their regular rate of pay for all hours worked over 40 in a week. For those employees working two or more jobs for the District, the overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked. The formula for blending the hourly rate is set by the District. Due to FLSA requirements, support staff who work full time or near full time will not be eligible for coaching or other extra-duty assignments.

5. **Compensatory time:** The District does not engage in granting compensatory time. Supervisors are directed to approve overtime pay in emergency or extenuating circumstances. "Make-up" time is encouraged. Make-up time, for example, occurs when a supervisor allows an employee to work an extended day in exchange for a shortened day within the 40 hour work week.

6. **Authorization for overtime required:** Employees shall not work overtime without prior permission from their immediate supervisor, except in cases of emergency. Each employee responsible for the supervision of employees subject to FLSA shall Receive authorization from the Superintendent or designee prior to authorizing overtime.

7. **Overtime work without prior approval:** Employees covered by FLSA who work overtime without prior approval will be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature and pre-approval could not have been obtained, it will be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the employee will receive pay for the hours worked, but disciplinary action may be taken for failure to follow established policy.
8. **Record keeping and posters:** All records on wages, hours, and other items listed in the record-keeping regulations will be kept by the business office for the time specified by the FLSA. The District will display minimum wage posters at each District work site where employees may see them.

Legal Reference: 29 USC 201 to 219

Fair Labor Standards Act of 1938

Revised: 012118