

Policy Code: 7500 Workday

A. WORK SCHEDULES

School administrators shall create duty schedules to cover the supervision of students at arrival and dismissal. Licensed and professional staff will work a minimum of seven hours and thirty minutes and will continue until professional responsibilities to students and school are completed. Administrative meetings, professional development, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum and may require teachers to work hours that are different from the regular school day. Teachers will be provided with reasonable notice, should this be necessary, and exceptions can be made for extenuating circumstances.

B. WORKWEEK DEFINED

Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, teacher assistants, cafeteria, janitorial and maintenance personnel will conform to federal and state regulations. The superintendent shall ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors shall make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. For purposes of FLSA Compliance, the workweek for school system employees will be 12:00 am Saturday until 11:59 p.m. Friday. A copy of the Fair Labor Standards Act and any administrative procedures established by the superintendent will be available to employees in the human resources office.

C. OVERTIME AND COMPENSATORY TIME

The board of education discourages overtime work by non-exempt employees. A non-exempt employee may not work overtime without the express approval of his or her supervisor. The principal or other immediate supervisor must receive the express permission of the assistant superintendent for support services before an employee is permitted to work more than the scheduled hours. Principals and supervisors shall monitor employees' work, shall ensure that overtime provisions of this policy and the FLSA are followed, and shall ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate actual hours worked during the workweek must be recorded then reviewed by each employee and supervisor prior to approval by the supervisor. Supervisors will follow the timeline set by finance for approval. The finance officer shall review work records of employees on a regular basis to make an assessment of overtime use.

Compensatory time will be provided at a rate of one and one-half hours for each one hour of overtime worked, if the overtime was authorized or permitted by a supervisor. Employees must be allowed to use compensatory time within a reasonable period after requesting such use (see policy 7510, Leave). Employees may accrue a maximum of 240 compensatory time hours before they must be provided overtime pay at the appropriate rate. In addition, upon leaving the school system, an employee must be paid for any unused compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his or her last three years of employment or (2) the final regular rate received by the employee.

Non-exempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek. Employees will be provided a copy of this policy informing them that it is the district's policy to provide compensatory time off in lieu of overtime compensation.

D. ATTENDANCE EXPECTATIONS

All employees are expected to be present during all working hours. An employee must notify and receive prior approval from his/her immediate supervisor if the employee will be absent except for illness. 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.

Legal References: The Fair Labor Standards Act of 1938, as amended, [29 U.S.C. 201](#), *et seq.*; [G.S. 115C-47](#)(18), [-288](#), [-307](#); NC Public School Personnel Employee Salary and Benefits Manual (most current version), NCDPI, Division of School Business, available at <http://www.ncpublicschools.org/fbs/finance/salary>

Cross References: Leave (policy 7510)

Adopted: 8/10/06, 1/27/12

Revised: 2/6/14, 10/1/15, 4/21/16, 12/19/19

Chapel Hill-Carrboro Schools
