

EMPLOYMENT CLASSIFICATIONS, WORK WEEK, AND OVERTIME

The Central Community School Board shall comply with provisions of the *Fair Labor Standards Act (FLSA)* that are compatible with all federal, state, and local regulations and laws. For purposes of accurate and timely wage and salary determinations, the School Board sets forth the following guidelines.

EMPLOYMENT CLASSIFICATIONS

Each employee's position shall be classified in accordance with *FLSA* regulations. Each employee shall be issued a letter of employment when he/she is hired that shall include the appropriate *FLSA* classification. The *FLSA* classifies employees into two (2) primary groups, as follows.

Exempt Employees – Exempt employees may include, but not be limited to, the Superintendent, directors, principals, and assistant principals. Other exempt employee classifications which are not covered by overtime pay provisions, if they meet certain criteria defined in *FLSA* regulations, are administrative, professional (all degreed educators), technical, supervisors, and computer programmers. Such employees are referred to as “exempt” employees and shall be paid a monthly salary based upon a forty (40) hour workweek. Hours worked do not apply to exempt employees. Exempt employees shall be excluded from overtime requirements, and their work schedules may include meetings, extracurricular activities, parent conferences, planning time and other responsibilities of the position.

The salary of exempt employees is designed to compensate them for all hours worked, including hours in excess of eight (8) hours in one day and forty (40) hours in one week. Exempt employees are recognized as being paid a “salary,” which is defined as a uniform amount, no matter how many hours are worked.

Non-Exempt Employees – Non-exempt employees shall be entitled to overtime pay for all hours worked in excess of forty (40) hours in a workweek at the rate of 1½ times regular base rate. Non-exempt employees shall be paid at an hourly rate and may also be paid a salary based upon an hourly rate that is the equivalent to forty (40) hours worked in a workweek. Non-exempt employees who have a work schedule of fewer than forty (40) hours in a workweek shall not be paid overtime compensation unless the employee works more than forty (40) hours in a workweek. Such employees shall be paid their regular rate of pay for time worked up to forty (40) hours.

Any and all paid time off shall not count toward time worked for the purposes of earning overtime pay (this includes annual leave, sick leave, paid or unpaid leave of absence, intermittent leave under FMLA, holidays, bereavement, military duty, jury duty, emergency closings or any other time off without pay).

Non-exempt employees may also include office employees who perform non-manual labor, such as secretaries, clerks, paraprofessionals, nurses, data-processing operators, information system technicians, cafeteria managers, food service employees, maintenance staff, custodial staff, accounting/payroll/personnel department staff, skilled, semi-skilled, and unskilled labor.

Regular Full-Time Employees - Regular full-time employees are those employees, whether exempt or non-exempt, who have been hired on a regular, full-time basis (thirty (30) or more hours per week). Regular full-time employees shall be entitled to all School Board sponsored benefits for which they qualify.

Part-Time Employees - Part-time employees are those employees who have been hired to work on a part-time basis (fewer than thirty (30) hours per week on average). Part-time employees shall not be eligible to receive School Board sponsored benefits unless otherwise mandated by federal or state regulations or other benefit plan terms.

Temporary Employees - Temporary employees are those employees who have been hired to work for a limited period of time, (generally, fewer than three (3) months) or on a specific project. They may work on either a full-time (thirty (30) hours or more per week) or part-time (fewer than thirty (30) hours per week on average) basis. Temporary employees shall not be eligible for School Board sponsored benefits unless otherwise mandated by federal or state regulations or plan terms.

WORK WEEK

The work week shall be defined as a contiguous seven (7) consecutive day period of 168 hours commencing at 12:01a.m. Thursday and running through 12:00 midnight the following Wednesday.

For non-exempt full-time or part-time employees, forty (40) hours worked constitutes the regularly scheduled workweek.

Due to the nature of school and system operations working hours and schedules may be flexibly arranged to accommodate the needs of students to the extent practicable. The School Board reserves the right to change or modify work hours it determines are in the best interest of the school system.

WORK SCHEDULES

Work schedules for employees shall vary throughout the school system. The work schedule for exempt employees shall vary as to time of reporting and shall continue until professional responsibilities and duties provided to students, individual schools, and the school system are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, extracurricular activities, faculty meetings. School Board and School Board Committee