

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { } ACTION { X } CLOSED MEETING { }

SUBJECT: SUPERINTENDENT’S REPORT - ACTION

Approve Work Hours for Professional Staff

BACKGROUND: Since at least 1980, teacher contracts have specified daily work hours of 8:15 AM - 3:30 PM (7.25 hours per day). After lengthening the student school day a number of years ago and adding another ten (10) minutes per day in 2014, it has become difficult to provide student supervision due to the arrival and departure times of school buses.

Survey responses regarding teacher work hours provided by surrounding school divisions follow this page. Only one other school division states specific daily start and stop times, but all other localities require teachers to work at least 7.5 hours per day.

RECOMMENDATION: Specify on teacher (professional) contracts: “7.5 work hours per day, as scheduled by the building principal.”

SURVEY: Contract Times, May 26, 2016

Augusta County Public Schools

- 8:00 – 3:30 (7.5 hours)

Alleghany County Public Schools

- Time is not on contracts. Contracts only have 200 days, 7.5 hours
- Alleghany High School Teachers 8:10-3:50
- Mountain View Elementary Teachers 7:30-3:10

Buena Vista Public Schools

- Time is not on contracts
- Staggered Times – up to principals

Covington City Public Schools

- Time is not on contracts
- Principals set times
 - Jeter Watson Teachers 7:40 – 3:40
 - Covington High School Teachers 8:10-3:30 is when school is, teachers are expected to work 15 minutes before 8:10 and 15 minutes after 3:30
- Preschool workdays are 8:30-3:30.

Highland County Public Schools

- Time is not on contracts
- Teachers are expected to be there before/after buses. 7:45 – 3:45

Lexington City Public Schools

- Time is not on contracts.
- Individual schools determine hours
- All teachers work 7.5 hour days

Rockbridge County Public Schools

- Time is not on contracts.
- Individual schools determine hours
- All teachers work 7.5 hour days

Staunton City Public Schools

- Time is not on contracts.
- Principals determine times for their schools

STAFF TIME SCHEDULES

Work Schedules

The workday for full-time licensed and professional staff is a minimum of seven hours and fifteen minutes and continues until professional responsibilities to the student and school are completed. Elementary school teachers are provided at least an average of thirty minutes per day during the students' school week as planning time. 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 are defined by the superintendent or superintendent's designee consistent with the Fair Labor Standards Act and the provisions of this policy.

Workweek Defined

Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel conform to federal and state regulations. The superintendent 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. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

Overtime and Compensatory Time

The Bath County School 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 superintendent or superintendent's designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or superintendent's designee. Principals and 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. Principals or 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.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time

- (1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and
- (2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Employees may accrue a maximum of 240 compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school division, an employee will 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/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 are 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 are provided with a copy of this policy and are required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy constitutes the written agreement required in this section.

Attendance Expectations

All employees are expected to be present 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: December 2, 2003

Revised: August 3, 2004; August 4, 2009; May 6, 2014

Legal Refs.: 29 U.S.C. § 201 et seq.

29 C.F.R § 516.1 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-291.1, 40.1-28.8 et seq.

Cross Ref.: IC/ID School Year/School Day