

POLICY # 1. 18
FAIR LABOR STANDARDS ACT

It is the intent of Eufaula Public Schools to comply fully with the Fair Labor Standards Act, its regulations and relevant court decisions. The District shall inform its employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The District shall cooperate with all State agencies and maintain compliance.

Employee Class Guide and Status under the F.L.S.A. The following is a Class Guide reflecting status of District employees:

EXEMPT

Executive

Superintendent - Assistant Superintendent

Professional

Business Manager/Treasurer

Curriculum & Federal Programs

Principals

Counselors

Librarians

Teachers

School Nurse

School Psychologist (professional)

Directors

Special Education (professional)

Adult Education (professional)

Indian Education (professional)

Child Nutrition (professional)

Athletics (professional)

School Safety and Security

School Plant Services Technology and Research

Coordinators

Community Resources

Maintenance

Technical Assistance

Transportation Grounds

Other

Technology Technician

Non-Exempt

Custodians
Maintenance Staff
Child Nutrition Workers
Bus Drivers
Mail Couriers
Delivery Persons
Clerical Staff Teacher/Library Assistants Interpreters
Paraprofessionals
Detention Monitors
Licensed Practical Nurses

Record Keeping

The District shall keep time records and pay records for all non-exempt employees. Both the employee and the employee's supervisor shall sign and date the work record. All overtime hours shall be documented in writing. These records shall be kept on file in the building for a period of three (3) years.

Establishment of a Work Week

The established work week for all non-exempt employees shall be 12:01 a.m. on Saturday through 12:00 midnight on Friday. The normal work week shall be between 7:30 a.m. Monday and 4:30 p.m. Friday for most clerical and maintenance staff. Lunchroom workers, custodians and office/teacher assistants may work other than the 8:00 to 5:00 schedule. Work schedules may vary among job classifications as arranged by supervisors, but no non-exempt employee shall be scheduled to work longer than forty (40) hours during the work week.

Overtime

No overtime or compensatory time off will be allowed unless prior approval is given by an administrator or supervisor. (These requests shall be documented in writing).

Compensatory time may be given to non-exempt employees under certain conditions. If an employee normally works 8:00 to 5:00 Monday through Friday (with one (1) hour for lunch) and has worked forty (40) hours by 1:00 p.m. Friday, he/she may be given time off from 1:00 p.m. to 5:00 p.m. for that work week. This is referred to as a workweek adjustment.

Compensatory time off may be given to non-exempt employees in lieu of immediate overtime pay in cash at a rate of not less than one and one half (1 ½) hours for each hour of overtime worked. Employees may accrue up to one hundred sixty (160) (straight time) hours or compensatory time equal to two hundred forty (240) (time-and-a-half) hours before being paid for overtime work. Employees who use compensatory time must do so in a reasonable period of time if it does not disrupt the operations of the School District.

Payment for accrued compensatory time upon termination of employment shall be calculated at the average regular rate of pay for the final three (3) years of employment, or the final regular rate received by the employee, whichever is the higher.

Although any authorized overtime worked shall be properly compensated as required by law, all employees should be cautioned that overtime worked without prior authorization given by their supervisor as to hours to be worked will not be compensated.

Overtime shall be paid to a non-exempt employee when travel time on an activity trip results in his/her working more than a forty (40) hour week. On over-night activity trips, "sleep time" (eight (8) hours of uninterrupted time) shall not be counted toward overtime hours.

Time spent by an employee who is required to remain on-call on the employer's premises or so close thereto that the employee cannot use the time for his/her own is considered work time (example: custodian at ball games). Leaving work where they may be reached is not considered on-call.

Multiple Jobs

An employee may not work on two (2) different non-exempt jobs unless the hours worked are combined.

Volunteer

A non-exempt employee may not volunteer the same type of service he or she is employed to perform.

Minimum Wage

The District shall comply with the Fair Labor Standards Act by paying at least minimum wage (\$5.15) for all employee