GCJ Page 1

LICENSED AND CLASSIFIED STAFF SCHEDULES, TIME TRACKING, AND OVERTIME/COMPENSATION TIME TRACKING, AND OVERTIME/COMPENSATION

The Albemarle County School Board ("Board") shall establish policies to compensate employees fairly and in accordance with local, state, and federal laws for all time worked. The Board approves the annual staffing plan through the budget process each fiscal year. Staffing allocations are made for each school/department that determine the number and type of positions for employee payroll. The following are guidelines and expectations for employees and supervisors. These provisions shall be effective March 1, 2019.

I. Staff Schedules

A. Teachers/A. Teaching/ Instructional Staff

The hours of employment shall depend on the length of time required to accomplish the objectives of Albemarle County Public Schools ("Division"). Licensed personnel shall be available for a reasonable time both before and after school to assist students and parents as the need may arise. Also, as part of the essential job duties to meet these Board objectives, staff are expected to attend meetings, training, professional learning, and other job-related events that occur outside of the regular student day without the expectation of additional compensation.

Principals/department heads, shall set the beginning and ending times for their teachers instructional staff with the approval of the Superintendent/Designee. Staff are expected to work their contracted amounts per workday with full-time teachers working a minimum of seven and one-quarter (7.25) hours per workday.

B. Classified Personnel Staff

The supervisor of every classified employee shall determine the employee's work work day and hours of employmentschedule in accordance with with budgeted the base weekly hours for that position and the needs of the school/department. Principals/department heads/designees may require that employees work overtime additional time or alternative schedules to meet the needs of the school/department. Whenever possible, notice of this requirement will be provided 2-3 days in advanes upervisors shall give advance notice as soon as the work schedule change is determined so that employees ean are able to arrange their personal schedules.

C. Administrators

Licensed and non-licensed supervisors are expected to ensure there is adequate supervision of their schools/departments at all times. Work schedules may vary based upon Division needs. These staff are expected to work their allocated hours per week at a minimum.

C.II. Alternative and Flexible Work Schedules

<u>Guidelines</u>: Principals/department heads/<u>designees</u> may <u>establish permit</u> <u>alternative</u> <u>alternative</u> <u>or flexible staff</u> <u>work</u> <u>schedules</u> <u>for staff</u> <u>provided that the following</u> <u>are incorporated</u> <u>conditions are met</u>:

Formatted: Centered
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted
Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: I, II, III, + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.5"
Formatted: Font: Bold
Formatted: Font: 11 pt, Not Bold
Formatted: List Paragraph
Formatted: List Paragraph, Indent: Left: 0.5", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: A, B, C, + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 11 pt, Bold
Formatted: Font: 11 pt
Formatted: Left, Indent: Left: 1"
Formatted: Font: 11 pt
Formatted
Formatted: Font: 11 pt, Bold
Formatted: Indent: Left: 0.5", Hanging: 0.5"
Formatted
Formatted: Font: 11 pt
Formatted: Left, Indent: Left: 1"
Formatted
Formatted: Underline
Formatted: Font: 11 pt, Bold
Formatted
Formatted: List Paragraph, Left, Indent: Left: 1"
Formatted: Font: 11 pt
Formatted: Left
Formatted: Font: 11 pt, Bold
Formatted: Indent: Left: 0.5", Hanging: 0.44"
Formatted: Indent: Left: 0", Hanging: 0.5"
Formatted
Formatted: Font: 11 pt

Formatted: Underline

Formatted

- the school/department is open to the public on all days other than posted holidays and emergency closings; and emergency closings.
- employees work the required number of scheduled hours per weekrequisite number of hours for their positions; and
- 3. all applicable personnel policies are followed.
- B. Rotating Schedules: Due to some schools having rotating class schedules, some schools may have staff whose work schedules vary with those classes. In the event that a non-exempt employee (usually part-time) has a work schedule where the total weekly hours change from one workweek to the next, the employee's base weekly hours will be classified based on the workweek with the fewer number of hours. The employee would then receive additional pay when a greater number of hours are worked in the workweek due to the Division's pay by exception system.
- C. Flex Time: Non-exempt employees are paid based upon hours worked or leave taken during the workweek. In lieu of taking leave, a supervisor may allow an employee to work an alternative schedule in a given workweek as long as all base weekly hours are accounted for within the workweek. Exempt employees may work alternative schedules with supervisor approval.

III. D. Overtime and Compensatory Time Leave Compensation

A. Covered, non-exempt classified staffNon-exempt employees are entitled to overtime pay or compensatory time leave pursuant toin accordance with the Fair Labor Standards Act (""FLSA"") for hours worked in excess of their maximum allowable hours at one and one-half (1.5) times their regular hourly rates of pay. The following regulation establishes the general guidelines and procedures the Division will follow regarding overtime and compensatory time leave requirements of the FLSA and applicable state law. If any conflict arises between this policy and the FLSA or state law, the requirements of the FLSA and/or state law will govern.

Adopted: July 1, 1993

Amended: December 8, 1997; January 14, 2010; June 12, 2014; April 23, 2015; June 9, 2016

Reviewed: July 8, 2004; September 27, 2012

Legal Ref.: 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.: GBCA, Employee Discipline

GCA, Personnel - Definitions

GCBA, Salary Administration and Position Classification

GCC, Leave Program

GCLA, Professional Learning Time and Leave

GCQC, Coverage of Schools Due to Inclement Weather and/or Emergency

GCQD, Emergency Staffing Situation

Formatted: Font: 11 pt Formatted: Font: 11 pt Formatted: Indent: Left: 1", Hanging: 0.5" Formatted: Font: 11 pt Formatted: Underline Formatted: List Paragraph, Indent: Left: 0.5", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75" Formatted: List Paragraph, Indent: Left: 0.75", First line: 0" **Formatted** Formatted: No underline Formatted: Font: 11 pt **Formatted** Formatted: Font: Times New Roman, Bold Formatted: Font: 11 pt, Bold Formatted: Font: 11 pt, Bold, No underline Formatted: Font: 11 pt, Bold Formatted: Font: 11 pt, Bold, No underline Formatted: Font: 11 pt, Bold, No underline Formatted: Font: 11 pt, Bold Formatted: Font: 11 pt **Formatted** Formatted: Font: 11 pt Formatted: Left Formatted: Font: 11 pt Formatted: Font: 11 pt Formatted: Font: 11 pt Formatted: Indent: Left: 0.5", First line: 0.5" Formatted: Font: 11 pt

Formatted: Indent: Left: 1"

PROCEDURE FOR LICENSED AND CLASSIFIED STAFF SCHEDULES. TIME TRACKING, AND OVERTIME/COMPENSATION

I. Overview and J. Key Terms Regarding Overtime Pay and Compensatory Time

- A. Base Weekly Hours. Each regular employee has a designated number of official hours per workweek that have been set for the position. While an employee's actual daily work schedule may vary, the employee's base weekly hours remain the same. For example, an employee with 40 base weekly hours may work five (5) eight (8)-hour shifts or may work four (4) 10-hour shifts.
- B. Exempt Employees. Employees in certain positions are exempt from overtime pay requirements and compensatory time leave eligibility if the positions satisfy the criteria for the exemptions defined under the FLSA. Positions will be classified by the Department of Human Resources ("Human Resources") and approved by the Superintendent/designee.
- C. Fair Labor Standards Act ("FLSA"). The FLSA requires all covered employers, including the Division, to comply with its minimum wage and overtime compensation requirements.
- D. Full-Day Increments. Full-day increments refer to the entire scheduled day and not a "day of leave" as defined in Policy GCC, Leave Program.
- E. Half-Day Increments. Half-day increments refer to one-half (1/2) of an employee's scheduled day and not a "day of leave."
- A. Fair Labor Standards Act. The FLSA requires all covered employers, including the County, to comply with its minimum wage and overtime compensation requirements. Public employers must compensate eligible employees for hours worked in excess of maximum allowable hours by making monetary payment or granting compensatory time.

C. at one and one half times their regular hourly rates.

D. ___

B. Exempt Employees. Employees are exempt from the FLSA's overtime and compensatory time requirements if they satisfy the crteria for bona fide professional, administrative, or executive positions. A list of these positions must be approved by the Superintendent and maintained by the Department of Human Resources.

F. Hours Worked.

- 1. General. Non-exempt employees who work more than the maximum allowable hours in a workweek must receive either overtime pay or compensatory time leave for their excess hours worked. Paid or unpaid time off during which the employee is absent from service for the Division shall not be counted as "hours" or "time" worked in determining whether the maximum allowable number of hours has been exceeded. Such absences include, but are not limited to, holiday, sick, annual, and compensatory time leaves, leaves of absence, meal breaks, and building closures.
- Breaks. FLSA does not require rest breaks or meal periods. However, supervisors should allow all employees time to attend to health and hygiene needs. Supervisors may designate specific times for break and meal periods.

Formatted: Left

Formatted: Font: 11 pt

Formatted: Left

Formatted: Not Highlight

Formatted: List Paragraph, Indent: Left: 0", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.75"

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Indent: Left: 0.5", Hanging: 0.5"

Formatted: Not Highlight

Formatted: Font: Not Bold, No underline

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Font: 11 pt

Formatted: Indent: Left: 0.5", No bullets or

Formatted: Font: 11 pt

Formatted: Indent: Left: 0.5", No bullets or

Formatted: Not Highlight

Formatted: Indent: Left: 0.5", Hanging: 0.5"

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Font: 11 pt

Formatted: Indent: Left: 0.5", No bullets or

Formatted: Font: Bold, Underline

Formatted: Indent: Left: 0.5", Hanging: 0.5"

Formatted: Font: 11 pt

Formatted: Indent: Left: 0.5", No bullets or

Formatted: Font: 11 pt

Formatted: List Paragraph, Indent: Left: 1", No bullets or numbering

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: List Paragraph, Left, Indent: Left: 0.5", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75"

Formatted: Not Highlight

Principals/department heads may establish location-wide standards to ensure efficient operations and service. Non-exempt employee breaks longer than 20 minutes are not compensable as time worked as long as no work is performed and the employee is free to leave his/her post.

- 3. Travel Time. When non-exempt employees are required to work outside of Division facilities, the hours involved in the actual travel, as well as the hours working, shall be considered time worked. Employees shall report this time to their supervisors, using procedures established for that purpose. Ordinary travel/commute between an employee's home and work shall not be considered hours worked.
- G. Leaving Premises During the Workday. Employees shall not leave school premises during the established hours of employment without the permission of the principal/designee. Schools/departments may establish their own sign-out/notification procedures for employees leaving the premises during the workday.
- H. Maximum Allowable Hours. A non-exempt employee must be compensated for overtime once the employee has exceeded the maximum allowable hours, which is 40 hours within the workweek.
- **G.I. Non-exempt Employees.** Employees who are subject to the FLSA's overtime and compensatory time <u>leave</u>, requirements are considered non-exempt.
- J. Overtime. This is time that non-exempt employees physically work in excess of the maximum allowable hours per workweek. The Division must compensate an eligible employee for time worked in excess of the maximum allowable hours by making monetary payment at one and one-half (1.5) times the employee's regular rate of pay for each hour or portion thereof worked or by granting compensatory time leave at the rate of one and one-half (1.5) times for each hour or portion thereof worked.
- Example 1. The Division operates on a "pay by exception" system. Each regular employee has a designated number of hours per fiscal year the employee has been allocated as part of the Division's annual staffing plan. These annual hours are divided equally into the number of established pay cycles. The payroll system will pay this amount automatically unless the employee and supervisor submit adjustments to the base weekly hours such as overtime or leave without pay.
- L. Premium Pay. This refers to additional compensation, exclusive of overtime, nonexempt employees may receive as an incentive for specific types of work, i.e. shift differentials.
- M. Regular Schedule. All regular employees have a designated schedule each workweek based upon the base weekly hours. Changes to a non-exempt employee's regular schedule that impact the base weekly hours may cause changes to the employee's pay, such as overtime or leave without pay.
- N. Straight Time. This is a non-exempt employee's non-overtime work compensated at the employee's hourly rate.
- Work Schedules. The principal/department head/designee is responsible for establishing employee work schedules, including allowances for breaks and meal periods.

- /	10111attea. No dilacinic	
	Formatted: Indent: Left: 1", No bullets or numbering	 g
	Formatted: Font: 11 pt	
	Formatted	
////	Formatted: Font: 11 pt, Bold	
////	Formatted: Font: 11 pt	
// /	Formatted	[
	Formatted	(
///	Formatted: Font: 11 pt	
	Formatted	<u></u>
////	Formatted: Font: 11 pt	
$/\!/\!/$	Formatted: Font: 11 pt	
///	Formatted: Left	
	Formatted	[
//	Formatted	[
	Formatted: Font: Not Bold, No underline	
	Formatted: Indent: Left: 1", No bullets or numbering	9
/ ///	Formatted	<u></u>
	Formatted: Underline	
	Formatted: Indent: Left: 1", No bullets or numbering	g
IIII	Formatted: Font: 11 pt	
	Formatted	
/////	Formatted: Font: 11 pt, Bold	
	Formatted: Font: 11 pt	
	Formatted: Font: 11 pt	
///	Formatted: Font: 11 pt	
	Formatted: Not Highlight	
	Formatted: Not Highlight	
	Formatted: Font: Bold, Underline	
	Formatted: Font: 11 pt, Bold, Underline	
	Formatted: Indent: Left: 1", No bullets or numbering	3
	Formatted: Not Highlight	
	Formatted: Not Highlight	
	Formatted: Font: 11 pt	
	Formatted: Indent: Left: 0.5", No bullets or	
-	Formatted	<u></u>

Formatted: Font: Bold

Formatted: No underline

H.P. Workweek The Superintendent has established the official workweek as seven (7) days. extending from Saturday at 12:01 a.m. to Friday at 12 midnight. Changes to this established workweek may be adopted by principals/department heads to meet the operational needs of their school/department, provided that the revised workweek notice is provided in writing to the employees and a copy is on file in Human Resources.

B. Work Schedules. The principal/department head is responsible for establishing employee work schedules, including provisions for breaks and meal periods. Full-time teachers shall work a minimum of seven and one-quarter hours per work day. All other employees shall work schedules established by the principal or department head for the employee's specific position. No employee shall leave the school premises during the established hours of employment without the permission of the principal or supervisor or their designee.

Maximum Allowable Hours. Maximum allowable hours for employees are 40 hours within the workweek.

F. Hours Worked.

7. General. Eligible non exempt employees who work more than the maximum allowable hours in a workweek must receive either overtime pay or compensatory time for their excess hours worked. Paid or unpaid time off during which the employee is absent from the service of the Division shall not be counted as "hours worked" in determining if the maximum allowable number of hours has been exceeded. Such absences include, but are not limited to, holiday, sick, annual, and compensatory leaves, leaves of absence, meal breaks, and inclement weather closures.

Meal Breaks. Bona fide meal breaks do not count as hours worked. Meal breaks
must ordinarily be at least 30 minutes long and provide the employee a rest
period free from any work requirements.

<u>Travel Time</u>. When non-exempt employees are required to attend meetings or conferences that occur outside of Division facilities, the hours involved in the actual travel, as well as the hours involved in the training/meeting, shall be considered hours worked. Employees shall report this time to their supervisors, using forms designated for that purpose.

II. H. Tracking Time and Pay Adjustments

A. Non-exempt Employees

.. Time Recording – These employees are paid for time worked on an hourly (or portion thereof) basis. All non-exempt employees must complete and submit, in a timely manner, accurate data recording their hours worked and leave taken. Failure to do so may result in disciplinary action in accordance with Board policy.

Formatted: List Paragraph, No bullets or numbering

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Not Bold

Formatted: Font: 11 pt

Formatted: Indent: Left: 0.5", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75", Tab stops: Not at 0.65" + 0.88"

Formatted: Left, Indent: Left: 0", Tab stops: Not at 0.65"

Formatted: Left

Formatted: List Paragraph, Indent: Left: 0.5", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 3 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Tab stops: 1", List tab + Not at 0.5"

Formatted: List Paragraph, Indent: Left: 1"

Formatted: Left, Indent: Left: 1", No bullets or numbering

Formatted: Left, Tab stops: Not at 1.19" + 2.75"

Formatted: Font: 11 pt

Formatted: Left

Formatted: Font: 11 pt, Strikethrough

Formatted: Font: 11 pt

Formatted: List Paragraph, No bullets or numbering, Tab stops: Not at 2.75"

Formatted: List Paragraph, Left, No bullets or numbering, Tab stops: Not at 2.75"

Formatted: Left

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.5"

Formatted: Not Small caps

Formatted: List Paragraph, Indent: Left: 0", First line: 0"

Formatted: List Paragraph, Indent: Hanging: 0.5", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: List Paragraph, Indent: Left: 1", First line: 0"

Formatted: List Paragraph, Indent: Left: 1", First line:

Formatted: Underline

Formatted: List Paragraph, Indent: Left: 1", Hanging:

- 2. Increments Rounding rules up or down to the quarter-hour will be established for Division-wide consistency. Schools/departments may set reasonable expectations for adherence to work schedules. An employee may be counseled or disciplined for tardiness; however, pay will follow the rounding rules.
- 3. Reductions in Pay In the Division's pay by exception system, when an employee misses work in the workweek and has insufficient leave to make up the variance from base weekly hours, non-exempt employees will be docked pay for that workweek in 15-minute increments. Employees may also be docked pay for disciplinary purposes in accordance with Board policy.

B. Exempt Employees

- Time Recording These employees are expected to follow established
 procedures and policies for exempt employee time tracking and leave
 submission. Failure to do so may result in disciplinary action in accordance with
 Board policy.
- Increments Exempt employees are compensated on a salary basis. The salary
 may be calculated on a daily or weekly basis depending on the position. Exempt
 employees are not paid based upon time actually worked.
- 3. Reductions in Pay
 - a. Teachers These employees have a contract for a specific number of days of work, but may be docked pay in accordance with FLSA, the Family Medical Leave Act ("FMLA"), Workers' Compensation laws, and other applicable laws. When a benefits-eligible teacher does not have sufficient leave to cover the missed work, pay may be docked in full-day increments. If a benefits eligible teacher works a partial day and does not have sufficient leave to equal the half day of work, the teacher may be required to make up the missed work at another time; however, the teacher will not be docked pay for such absence. Benefits-ineligible teachers may have pay docked in full-day increments when a day of work is missed. For employees whose work schedules change from week to week, Pay for teachers with rotating work schedules pay will be docked based on the time missed on the day of the absence.
 - b. Employees Other Than Teachers These employees may be docked pay in accordance with FLSA, FMLA, Workers' Compensation laws, and other applicable laws. Generally, pay may be docked for partial weeks worked during the first and last weeks of employment and situations where a benefits-eligible employee has insufficient leave accrued or chooses to take leave without pay. Pay must be docked in full-day increments, excluding exceptions permitted under law. Benefits-ineligible employees may not be docked pay when work is performed in the workweek unless permitted by law. Supervisors may require any exempt employees to make up missed work in another workweek.
 - Discipline Any exempt employee may be docked pay in full-day increments for disciplinary purposes in accordance with Board policy,

	0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3 + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Tab stops: 1.5", List tab + Not at 0.5"	
\ \	Formatted: Font: Not Bold	
1	Formatted: Font: Not Bold	
1	Formatted: Font: Not Bold	
1	Formatted: Font: Not Bold	
1	Formatted: Font: Not Bold	
1	Formatted: Font: Not Bold	
	Formatted: List Paragraph, Indent: Left: 1.25", First line: 0"	
\	Formatted: List Paragraph, Indent: Left: 1", Hanging 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3 + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"	
1	Formatted: Font: Not Bold	
	Formatted: List Paragraph, Indent: Left: 1", First line: 0"	:
	Formatted	<u></u>
1	Formatted	(
1	Formatted	[
\	Formatted	[
	Formatted: Underline	
	Formatted	
	Formatted: Font: Not Bold	
	Formatted: Font: Not Bold	
	Formatted	(
	Formatted: Underline	
	Formatted	[
	Formatted: Font: 11 pt	
	Formatted	[
	Formatted: Indent: Left: 1.5", Hanging: 0.5"	
\		
\	Formatted: Indent: Left: 1.5", Hanging: 0.5" Formatted: Indent: Left: 1.5", Hanging: 0.5"	
\	Formatted: Indent: Left: 1.5", Hanging: 0.5" Formatted: Indent: Left: 1.5", Hanging: 0.5" Formatted: Font: 11 pt	
\	Formatted: Indent: Left: 1.5", Hanging: 0.5" Formatted: Indent: Left: 1.5", Hanging: 0.5" Formatted: Font: 11 pt Formatted	
\	Formatted: Indent: Left: 1.5", Hanging: 0.5" Formatted: Indent: Left: 1.5", Hanging: 0.5" Formatted: Font: 11 pt Formatted Formatted: Indent: Left: 1.5", Hanging: 0.5"	
\	Formatted: Indent: Left: 1.5", Hanging: 0.5" Formatted: Indent: Left: 1.5", Hanging: 0.5" Formatted: Font: 11 pt Formatted	

Formatted

Formatted

Formatted

Formatted

Formatted: Font: 11 pt

. Gene	eral Rec	quirements of Overtime Pay and Compensatory Time Leave	_	Formatted: Font: 11 pt, Not Small caps	
Α.	Eligi	ibility to Earn Overtime/Compensatory TimeCompensatory Time Leave		Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: I, II, III, + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.5"	
	<u>1.</u>	Non-exempt Employees. Unless excluded by the FLSA, all non-exempt regular employees of the Division who work in excess of 40 hours within one	$\langle \rangle / \rangle$	Formatted: Font: 11 pt	_
		designated workweek are eligible to earn-receive overtime pay and //or	////	Formatted: Left	_
		compensatory timecompensatory time leave. Temporary employees are not	////	Formatted: Left, Tab stops: Not at 0.5"	_
		eligible to receive compensatory time leave, but are eligible to receive overtime pay,	////	Formatted: Font: 11 pt	_
		<u> </u>	,\\\	Formatted: Left	_
	1.			Formatted: Left, Tab stops: Not at 1.25"	—
	3. 2.	Exempt Employees. Exempt employees are not eligible to earn overtime,	1 / 1/	Formatted	=
	J. <u>Z.</u>	whether as monetary payment or compensatory time timeleave. However, T this	1	Formatted: Left, Indent: Left: 1.5", No bullets or	<u> </u>
		does not, however, preclude principals/-department heads from using their	///	numbering	
		discretion_and_to_granting time off to exempt employees in recognition of time worked beyond normal work schedules.	////	Formatted: Font: 11 pt	_
		($\langle \rangle$	Formatted: Left, Indent: Left: 1", No bullets or	_
В.	Calc	ulation of Overtime/Compensatory Time Leave		numbering	
	A11-	ligible, non-exempt employees are to be compensated for overtime, one and one half	/ //	Formatted: Left	
		s the employee's regular hourly rate of pay for hours worked in excess of their	///	Formatted	
	maxi	mum allowable hours. This compensation may be monetary or through the accrual	///	Formatted: Font: 11 pt	
		ompensatory time leave, at the choice of the employee prior to the performance of the time work. Time is calculated based on the entire workweek and not on a daily	$\cdot \setminus \setminus$	Formatted: Left, Tab stops: Not at 0.5"	
		. Overtime is not earned until 40 hours have been physically worked in the	7/	Formatted: Left	
	work	week. Calculation of overtime/compensatory time leave shall be as follows. ÷		Formatted	<u> </u>
	1.	All Employees. Overtime. All eligible non-exempt employees who physically		Formatted: Left, Indent: Left: 1", Hanging: 0.5",	_
		work in excess of over 40 hours within the workweek are to be paid one and one		Numbered + Level: 2 + Numbering Style: 1, 2, 3, +	
		half times the employee's regular hourly rate of payovertime pay.		Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tal after: 1" + Indent at: 1", Tab stops: Not at 1")
	2.	Compensatory Time Leave. A non-exempt regular employee may or be		Formatted	\equiv
		compensated at the rate of one and one half (1.5) hours of compensatory time	//		<u> </u>
		leave for each overtime hour worked for every hour in excess of 40 hoursinstead of overtime pay referenced in B.1. The employee and supervisor must agree to	/ /	Formatted: Font: 11 pt	<u> </u>
		compensatory time leave as compensation. If a supervisor is offering only		Formatted: Left, Indent: Left: 1.5", No bullets or numbering	
		compensatory time leave as payment, the employee must agree to accept		Formatted	\preceq
		compensatory time leave or be able to decline the additional work. Otherwise,		Formatted	<u></u>
		overtime pay must be provided for required additional work. Temporary employees are not eligible for compensatory time leave in lieu of overtime pay,		1 ornasted	
		A series and the series of the series and the series are the series and the series and the series are the serie		Formatted: Font: 11 pt	
	4.			Formatted	<u> </u>
	3.	Compensation for Additional Non-Overtime Work, When a non-exempt	1	Formatted: Font: 11 pt, Font color: Text 1	<u> </u>
	<u> </u>	The transfer to the transfer t	/ /	[] [] [] [] [] [] [] [] [] []	

paid their regular hourly rate for those execess hours worked.

employee works more than his/her base weekly hours, but less than 40 hours, the

employee must be paid his/her hourly rate (straight time) for those excess hours

work hours but do not exceed the maximum allowable number of hours must be

worked. Compensatory time leave may not be earned in this circumstance.

6. Non exempt employees who work in excess of their regularly scheduled

7. Pay outs of Compensatory Time. Any payment for unused eompensatory time shall be based upon the employee's current regular hourly rate. Upon termination, non-exempt employees shall be paid for unused compensatory time. Non-exempt employees who are transferring to another department or who are promoted from a non-exempt into an exempt position shall, prior to assuming the new position, reach an agreement with their

department head to use their accumulated compensatory leave or to be paid for the unused compensatory leave balance. The employee's compensatory leave balance must be zero prior to the starting date for the new position.

4. Dual Job Employees.

a. Two (2) or More Hourly Non-exempt Regular RatesPositions—:

Employees who have two (2) or more non-exempt regular positions
contributing to overtime hours are eligible for both overtime pay and
compensatory time leave. These employees may receive overtime pay at
the blended overtime rate or earn compensatory leave time in accordance
with paragraph B.2 above. Employees holding more than one position
may have two or more regular hourly rates. Principals/department heads
should shall consult with Human Resources for guidance regarding the
payment of overtime compensation to such employees.

b. Exempt and Non-exempt Regular Positions: The eligibility for overtime is determined by the primary position (the position with the highest part-time percentage). When the primary position is classified as non-exempt, all work performed in both positions contribute to the total hours for the workweek. When the primary position is classified as exempt, the employee is not eligible to earn overtime or compensatory time, leave until more than 40 hours in the workweek have been performed in the non-exempt position. The employee may receive straight time pay for hours worked in the workweek beyond the base weekly hours in the non-exempt position.

c. Non-exempt Regular and Temporary Positions: If a non-exempt regular employee also has time worked in a non-exempt temporary position during the workweek, all such time worked counts towards the maximum allowable hours. The supervisor of the regular position may deny the earning of compensatory time leave in lieu of overtime pay, regardless of which position(s) contributed to the overtime hours. If a supervisor denies compensatory time leave, overtime must be paid at the blended overtime rate.

d. Non-exempt Regular Employees Working Exempt Temporary Positions: As long as the exempt temporary position is occasional and sporadic, the hours worked in the temporary position do not count towards the maximum allowable hours. Supervisors of temporary positions shall contact Human Resources before scheduling any non-exempt regular employee for exempt work. Formatted: Font: 11 pt

Formatted: Left, Tab stops: 1.5", List tab

Formatted: Style1, Left, Indent: Left: 2.25", No bullets or numbering

Formatted: Style1, Left, Indent: Left: 2.25"

Formatted: Style1, Left, Indent: Left: 2.25", First line:

Formatted: Font: 11 pt, Highlight

Formatted: No underline

Formatted: Style1, Indent: Left: 1.5"

Formatted: Font: Times New Roman

Formatted: Normal, Indent: Left: 1.5", Hanging: 0.5"

Formatted

Formatted: Indent: Left: 2"

Formatted: No underline

Formatted: Style1, Indent: Left: 1.5", Hanging: 0.5"

Formatted

Formatted: Style1, Indent: Left: 1.5", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 2 + Alignment: Left + Aligned at: 1.25" + Indent at: 1.5"

Formatted: Style1, Indent: Left: 1.5"

Formatted: Style1, Indent: Left: 1.5", Hanging: 0.5"

Formatted: Font: 11 pt

GCJ-R	Page	7
-------	------	---

Formatted

If combined hours for both positions equals 40 hours the employee will not be considered full-time for participation in the Virginia Retirement System. Maximum Compensatory TimeCompensatory Time Leave BalancesPayouts Maximum Balances. Eligible non-exempt employees may accrue up to 100 hours of compensatory time leave. Employees shall be paid for all compensatory le in excess of the maximum allowed for accrual. Job Changes. Upon termination of regular employment, non-exempt employees shall be paid for unused compensatory time leave. A non-exempt employee who is transferring to another department or who is changing from a non-exempt position to an exempt position shall be paid for the unused compensatory time leave balance or reach an agreement with the current department head to use any accumulated compensatory time leave prior to the effective date of the change. The employee's compensatory time leave balance must be zero (0) prior to the starting date for the new position. Compensatory Time Leave Payout Requests. Principals/department heads may offer periodically partial or full payouts of accrued compensatory time leave. Fair practices must be established to provide equal access to all eligible non-exempt employees. Principals/department heads may not make payouts under the maximum compensatory time leave balance without employee approval. Employees may request partial or full payouts of accrued compensatory time leave. Payouts are subject to principal/department head approval and budgetary considerations. Principals/department heads may set fair and consistent limits. Compensatory Time Leave Payout Rate. During Employment: When it is paid during the course of employment, compensatory time leave will be paid at the employee's current regular rate. Upon Termination: When it is paid upon termination of employment, compensatory time leave will be paid at a rate of compensation not less The average regular rate the employee received during the last 3 years of employment; or The employee's final regular rate, whichever is higher.

E.D. Employer Responsibilities

Managing the Accrual of Overtime. Principals/department heads/designees may require that employees work additional time or overtime to meet the needs of the

Formatted	
Formatted	

Formatted: Font: 11 pt

Formatted: Font: 11 pt

school/department. and They are also responsible for managing non-exempt employees' hours worked whenever possible within the designated workweek or work period to avoid overtime. If an employee works more than the designated work hours in one a day, thus creating the potential to exceed the maximum allowable hours within the workweek, the employee's supervisor may require the employee to take leave adjust the employee's work schedule for that workweek in by the amount of the excess time worked within the same workweek to avoid the accrual of overtime.

- 1. An employee may be disciplined for working unapproved time.

 However, the The Division will compensate an employee for any time worked in excess of the employee's base weekly hours. However, an employee may be disciplined for working unapproved time.
- Fund-Availability of Funds. Principals/department heads/designees shall ensure
 that adequate funds are available to pay required overtime compensation and
 compensatory timecompensatory time leave pay-outs.
- 3. Scheduling Compensatory Time Leave. (See Policy GCC, Leave Program).
- 3. Principals/department heads shall be responsible for scheduling compensatory leave so that it may be taken within a reasonable period of time after the employee requests it, so long as such use does not unduly disrupt the operations of the school/department. A "reasonable period" under the FLSA is determined by considering the customary work practices within the school/department, such as: a) the normal schedule of work; (b) anticipated peak workloads based on past experience; (c) emergency requirements for staff and services; and (d) the availability of qualified substitute staff. Leave is considered to "unduly disrupt the operations of the department" if it would impose an unreasonable burden on the school/department's ability to provide services of acceptable quality and quantity for the public during the time requested without the use of the employee's services.
- 5.4. <u>Recordkeeping</u>. Principals/department heads/<u>designees</u> shall ensure that all non-exempt employees complete and submit, on a timely basis, accurate data recording their hours worked and leave taken. <u>They shall also ensure that exempt staff submit timely and accurate leave records</u>.

G.E. Employee Responsibilities

- H. Authorization for Overtime. Classified, Nnon-exempt employees may work additional overtime-time beyond their scheduled hours only with prior authorization from their supervisors. Failure to do so may result in disciplinary action in accordance with Board policy. Employees will report additional hours worked to their supervisors within five (5) business days.
- Scheduling Compensatory Leave. Classified, non-exempt employees are required to arrange use of compensatory leave in advance with their supervisors.

Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Left, Indent: Left: 1.44", No bullets or numbering
Formatted: Left, Indent: Left: 1.5", No bullets or numbering
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Left
Formatted: Left, Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 0.75"
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Left
Formatted: List Paragraph, Left, Indent: Left: 1", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75", Tab stops: 1.5", List tab + Not at 0.75"
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1.5"
Formatted
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Left
Formatted
Formatted: Left
Formatted
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Left
Formatted: Font: 11 pt
Formatted: Left, Tab stops: Not at 0.5"

In case of a conflict because of the work schedule in a particular school/department, leave will be granted at the discretion of their supervisors.

Time Recording. All non-exempt employees must complete and submit, on a
timely basis, accurate data recording their hours worked and leave taken. Failure
to do so may result in disciplinary action in accordance with County policy.

I¥V.__-ON-CALL AND CALL-BACK COMPENSATION

A. On-Call Compensation

- Purpose, Employees may be required to be available to return to work or "oncall" during a scheduled period. On-call periods have been established as 12hour periods for the entire Division. Principals/department heads/designees may schedule employees to be on-call for shorter periods based on business needs.
- 2. Compensation and Eligibility. Non-exempt employees required to be "on-duty" while on-eall must be compensated for the "on-duty" hours worked while on-eall. A temporary or regular non-exempt employee on-call will be paid a flat fee equal to one and a quarter (1.25) of the employee's hourly pay rate for each 12-hour on-call period. When an on-call period less than 12 hours has been designated, an employee will still receive one unit of on-call pay for the period. Periods of on-call are not time worked and do not count towards the maximum allowable hours.

For example, an employee who makes \$10.00/hour and is on-call for a designated eight (8)-hour shift would receive \$12.50 for one on-call period. If the on-call shift was 13 to 24 hours, the employee would receive \$25.00 for two (2) on-call periods.

Time spent by non-exempt employees on-duty while on-call are to be compensated for such time as time worked. Whether the FLSA considers an employee to be "on-duty" while on-call depends on a number of circumstances, including, but not limited to, being required to remain on the employer's premises and being restricted from using on-call time effectively for personal purposes.

Exempt employees are not eligible to receive on-call compensation. In addition, non-exempt employees may be compensated for "off duty" on call time pursuant to a departmental on-call compensation program approved in accordance with this section. Exempt employees are not eligible to receive on-call compensation.

- Condition to Work. Employees who are "off-duty", but on-call, must remain in a work-apporpriate condition. This includes, but is not limited to, refraining from consuming substances that impair or compromise an employee's ability to work.
- 2.4. School/Departmental On-Call Compensation Programs Expectations.

 Schools/departments may develop on-call compensation programs to compensateguidelines and expectations for employees for "off-duty" on-call time based on their specifiedepartmental needs. Principals/department heads must submit their proposed guidelines to the Human Resources Department and the

Formatted: Left

Formatted: Left, Tab stops: Not at 0.5"

Formatted: Left

Formatted: Font: 11 pt

Formatted: List Paragraph, Left, Indent: Left: 0.5", Hanging: 0.5", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.71" + Indent at: 0.96"

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Left

Formatted: Font: Not Bold, Underline

Formatted: Left, Tab stops: Not at 0.75"

Formatted

Formatted: Left, Indent: Left: 1.5", No bullets or numbering, Tab stops: Not at 1.56"

Formatted: Font: Not Bold, Underline

Formatted: List Paragraph, Left, Tab stops: 1.5", List tab + 1.56", Left + Not at 0.75"

Formatted

Formatted: Left, Indent: Left: 1.5", No bullets or numbering, Tab stops: Not at 1.56"

Formatted

Formatted: Left, Indent: Left: 1", No bullets or numbering, Tab stops: Not at 1.56"

Formatted: Not Highlight

Formatted: Left, Indent: Left: 1.5", No bullets or numbering, Tab stops: Not at 1.56"

Formatted

Formatted

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Left, Indent: Left: 1", No bullets or numbering, Tab stops: Not at 1.56"

Formatted: Font: 11 pt, Not Bold, Underline

Formatted

Formatted: Font: 11 pt, Not Bold

Formatted

County Attorney's Office for approval in order toto ensure that they meet all applicable legal and policy requirements.

Compensation pursuant to a school/departmental programOn-call compensation will be authorized only if the on-call service meets all ofall the following criteria:

- Service must be mandated.
- b. On-call employees are expected to respond promptly to calls, resulting in a partially restricted personal time of on-call employees. Specific response time may vary depending on individual school/department requirements.
- e-c. On-call employees will not be called if another County employee is already on duty and available to perform the required services.
- f-d. The school/department's on-call guidelines have been approved by Human Resources and the County Attorney's Office Board Attorney's Office.
- 5. Reporting for Work, While on-call, an employee may be contacted to report to work. An employee who is called in to work from on-call status is eligible for call-back compensation. The employee will also retain the on-call compensation in addition to wages for time worked.
- 3. <u>Calculation</u>. The rate of compensation for off-duty on call time shall be established in each school/departmental on call compensation program. In all eases, however, employees shall be given the option of monetary payment or compensatory time and must communicate that preference to supervisors prior to working the on call time.

B. ____B. Call-Back Compensation

- 1. Purpose. There may be times when supervisors may need employees to report back to work on short notice outside of the employee's work schedule. Call-back status occurs when a principal/department head/designee requires a non-exempt employee to report back to work outside of the employee's work schedule on less than 24 hours' notice. Call-back is not hours worked beyond the schedule which require an employee to stay at work, rather than report back to work. Holdover time shall be compensated as straight time or overtime as applicable. Additionally, work schedule changes with more than 24 hours' notice are not call-back hours. Whenever possible, supervisors should give notice to employees when the need for call-back may occur, such as for an anticipated snowstorm.
- 2. Eligibility. Any regular eligible-non-exempt employee who is required called back as described above by the principal/department head/designee to report back to work outside of the employee's regularly designated work hours on less than 24 hours' notice-shall be eligible for call backpaid call-back compensation, compensation at one and one-half times the employee's regular hourly rate, regardless of the number of hours worked in that workweek. An employee's "regularly designated hours schedule" are those hours at which the employee is normally scheduled to work. Hours worked beyond regularly scheduled work

Formatted	
Formatted	

hours which require an employee to stay at work, rather than report back to work, shall not be deemed call back hours and shall be compensated as otherwise provided herein.

Temporary non-exempt employees who have regular work schedules which are changed via call-back are eligible. Temporary employees, including substitutes, who work on an intermittent, occasional, or sporadic basis do not qualify for call-back pay when scheduled or called to work/accepting assignments with less than 24 hours' notice.

- 4. While exempt employees may be called back to work with short notice, they are not eligible for call-back pay.
- Condition to Work, Employees who are called back for work must report in a
 work-appropriate condition. If an employee is not in a condition to work, the
 employee must disclose that to the supervisor before reporting for duty.
- 4. <u>CalculationCompensation</u>—The call-back compensation rate is one and one-half (1.5) times the employee's regular hourly rate. If an employee exceeds the maximum allowable hours for the workweek, the employee will receive overtime pay instead of call-back pay. The employee may not receive both for the same hours worked. In lieu of receiving overtime pay, employees may receive compensatory time leave in accordance with the established procedures above.

Once an employee has been called back to work, the employee will be guaranteed a minimum of two (2) hours of call-back pay even if less than two (2) hours of work are performed. An employee will receive call-back pay for any work or travel to work. Only hours physically worked or call-back travel time to work counts towards the maximum allowable hours. An employee called back to work from "on-call" status may keep the on-call pay in addition to call-back pay. When work is completed, travel time home is not compensable as time worked.

If an essential personnel employee receives additional pay due to building closure, the employee is not eligible for call-back for the same hours worked.

In lieu of paying an employee for call-back time, the Division may compensate an employee with compensatory time. Compensatory time shall be accrued at a rate of one and one half hour for every hour of call-back time worked. Employees shall decide whether to receive monetary compensation or compensatory time and communicate that preference to their supervisors prior to working the call-back time. Compensatory time shall be accrued at a rate of one and one half hour for every hour of call-back time worked.

V. Holiday Pay

A. Non-working Holidays, Any 12-month regular employee, including someone who is parttime and not eligible for benefits, who does not work on a County observed holiday shall be compensated as follows:

Full-time and part-time employees shall receive the hours of holiday leave equivalent to a regularly scheduled work day to be used on the designated holiday.

B. Working Holidays, Any non-exempt 12-month regular employee who is required by the principal/department head to work on a holiday which is observed by the County shall:

Formatted	
Formatted	
Formatted	[]

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold Receive compensation for that holiday for the hours worked plus the hours normally granted for holidays at the regular hourly; or Formatted: List Paragraph, Indent: Left: 0", Numbered + Level: 6 + Numbering Style: I, II, III, ... + Start at: 5 + Alignment: Left + Aligned at: 3.88" + Indent at: 4.38" Formatted: Font: 11 pt Be paid the regular hourly rate for the hours worked and accrue the hours normally granted for holidays. If an observed holiday falls on a day when an employee is not Formatted: List Paragraph, Left, Indent: Left: 0", otherwise scheduled to work, the employee shall still earn the hours of compensatory leave Numbered + Level: 6 + Numbering Style: I, II, III, ... + normally granted for holidays for the observed holiday. Non-exempt employees must be Start at: 5 + Alignment: Left + Aligned at: 3.88" + Indent at: 4.38" compensated at time and a half for time physically worked in excess of 40 hours in the workweek. Formatted: Font: 11 pt, Bold Formatted: List Paragraph, Left, Indent: Left: 0", C. Alternative Work Schedules. Employees who work alternative work schedules shall Numbered + Level: 6 + Numbering Style: I, II, III, ... + receive holiday leave in the amount of regularly scheduled hours per day for each observed Start at: 5 + Alignment: Left + Aligned at: 3.88" + holiday. It is the employee's responsibility to make up the hourly difference between the Indent at: 4.38", Tab stops: Not at 0.69" + 0.75" hours granted as holiday leave and the employee's alternative work schedule. Formatted: List Paragraph, Left, Indent: Left: 0", Numbered + Level: 6 + Numbering Style: I, II, III, ... + The employee and his/her supervisor may compensate for the difference in hours in Start at: 5 + Alignment: Left + Aligned at: 3.88" + one of two ways: Indent at: 4.38" The employee may use compensatory leave or annual leave; or Formatted: List Paragraph, Left, Indent: Left: 0", Numbered + Level: 6 + Numbering Style: I, II, III, ... + The employee may work the difference within that workweek. Start at: 5 + Alignment: Left + Aligned at: 3.88" + Indent at: 4.38", Tab stops: Not at 0.69" + 0.75" Formatted: Indent: Left: 0", Numbered + Level: 6 + Example: An employee's position is established at 8 hours/day, 5 days/week for a total of 40 Numbering Style: I, II, III, ... + Start at: 5 + Alignment: hour/week. The employee has an alternative work schedule of 10 hours/day, 4 days/week Left + Aligned at: 3.88" + Indent at: 4.38" for a total of 40/hours per week. Eight (8) hours of holiday leave would be granted and the **Formatted** employee must account for the remaining 2 hours by working within that workweek or Formatted: Font: 11 pt using compensatory or annual leave. HOLIDAY PAY Formatted: Font: 11 pt, Bold Formatted: Not Small caps, All caps Please refer to Policy GCC, Leave Program, for information on pay for work performed on a **Formatted** holiday. Formatted: List Paragraph SHIFT DIFFERENTIALS Formatted: Font: Not Bold, Not Small caps Non-exempt temporary and regular employees may be regularly or periodically scheduled to Formatted: Font: 11 pt, Not Bold, Not Small caps work evening or midnight shifts and may receive premium pay for such work. When six (6) or Formatted: Not Small caps, All caps more hours are physically worked in either shift, the employee will receive the following percentage of his/her hourly rate for each hour worked in the range; **Formatted** Formatted: List Paragraph Four (4%) percent of the hourly rate premium pay. Evening: 4:00 p.m. – 12:00 a.m. Formatted: Font: Not Bold, Not Small caps Five (5%) percent of the hourly rate premium pay Midnight: 12:00 a.m. - 8:00 a.m.Formatted: Font: Not Bold, Not Small caps Formatted: Font: Not Bold, Not Small caps Shift differential premium pay will not be granted when less than six (6) hours of work are Formatted: Font: Not Bold, Not Small caps performed in the designated range. Although an employee may be regularly assigned to an evening or night shift, the shift premium will not be paid when paid leave is taken and the Formatted: Font: Not Bold, Not Small caps employee will not be charged the premium for leave without pay, Formatted: Font: Not Bold, Not Small caps

VII. BUILDING CLOSURES DUE TO INCLEMENT WEATHER AND/OR EMERGENCY SITUATIONS.

Employees may be required by their supervisors to report to work during building closure periods designated by the Superintendent/designee, Please refer to Policy GCQC, Coverage of Schools Due to Inclement Weather and/or Emergency, for more information. Compensation will be as follows:

A. Employees Required to Work

Any non-exempt regular employee who is required by the supervisor to work during building closure periods shall be deemed essential personnel and will be paid a premium equal to the employee's hourly rate for any time the employee works during the building closure period. This premium is in addition to the regular wages essential personnel earn for any time worked in accorandance with this policy.

For example, if the building closure period is 6am-10am, the employee's work schedule is 8am-4pm, and the employee works 9am-4pm (no lunch break) the day of the closure as directed by the supervisor, the employee would receive one (1) hour of paid administrative leave due to building closure (8am-9am), one (1) hour of essential personnel additional pay due to building closure (9am-10am), and seven (7) hours of pay for time worked (9am-4pm).

B. Employees Not Required to Work

Any non-exempt regular employee who chooses to work when not required to report to work will not receive additional pay due to a building closure, but will be compensated for time worked as straight time or overtime as applicable.

C. Self-sustaining Programs

Some self-sustaining program employees may be required to report for work on a regular or modified schedule when schools and/or departments are closed. These employees will be compensated for time worked at straight time or overtime as applicable. They are not eligible to receive additional pay due to building closures. Temporary employees working in self-sustaining departments are not eligible for additional pay for building closures or administrative leave for building closures.

VIII. FIELD TRIPS

When an employee is away from the school due to a field trip with students as part of his/her work duties with prior approval by the Principal/Department Head/Designee, such time shall be compensable as time worked.

IX. PROFESSIONAL LEARNING

See Policy GCLA, Professional Learning Time and Leave for more information on compensable work time for training and learning activities.

X. COURT APPEARANCES/HEARINGS

Formatted	
Formatted	
Formatted	
Formatted	
Formatted	()
Formatted	

When employees are subpoenaed to appear as witnesses in legal proceedings or participate in hearings with other local, state, or federal agencies in their capacities as Division employees, the time spent in such work-related proceedings shall be compensable as time worked.

Employees who initiate or are otherwise involved in legal actions of any kind (excluding employee grievance proceedings) in their private capacity and not as a Division employee whether such actions involve the Division or not, will not be permitted to treat such time as compensable work time. Leave may be requested in accordance with Policy GCC, Leave Program.

Adopted: July 1, 1993

Amended: September 13, 1993; September 12, 1994; December 8, 1997; January 14, 2010; June 12,

Reviewed: July 8, 2004; September 27, 2012

Formatted: Indent: Left: 0.5", No bullets or

Formatted: Font: Times New Roman

Formatted: Indent: Left: 0.5", First line: 0"

Formatted: Font: Times New Roman

Formatted: Normal, Indent: Left: 0.5", Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman, Not Highlight

Formatted: Font: Times New Roman

Formatted: List Paragraph

Formatted: Font: Times New Roman, 11 pt, Bold, Small

caps

Formatted: Font: 11 pt

Formatted: Indent: Left: 0", Hanging: 1"

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt