

Board Policy 5231 – Hours of Work and Overtime

BOARD POLICY

5231

SUBJECT: Hours of Work and Overtime

The work day for OESD staff shall be eight (8) hours per day exclusive of the lunch period.

Regular building hours for detention center teachers shall be one-half hour before school starts to one-half hour after school ends including a thirty minute (30) duty-free lunch period. The starting and dismissal times, which may vary by center, shall be determined by the agency.

Teachers shall spend time outside of building hours for the following professional responsibilities:

1. Preparing for instruction of classes;
2. Consulting with students when necessary;
3. Consulting with parents when it is not possible for the parent to meet with the teacher during building hours;
4. Participating on curriculum development committees leading toward the improvement of the educational program;
5. Attending staff meetings including inservice training provided by the district in the area of teaching skills needing improvement;
6. Supervising and directing co-curricular activities not specifically included in the agency's co-curricular program; and
7. Participating in such other activities that pertain to the agency's educational program.

Any staff member who qualifies under the FLSA and State law and is not otherwise exempt shall be paid at the rate of one and one-half times the salary schedule hourly rate when he/she works for more than forty (40) hours during the regular work week. The regular work day shall include one ten (10) to fifteen minute (15) break for each four hours of work. A lunch period not to exceed one hour (1) shall be scheduled but shall not be counted for pay purposes.

The OESD shall have the right to establish the work day schedule for each-employee.

No overtime may be worked without the prior approval of the immediate supervisor. In the event a supervisor requests that a staff member work beyond the specified working hours and thus exceeds the forty hours (40) during the established work week, the agency may grant, at the staff member's request, compensating time off in lieu of overtime pay, at the rate of one and one-half hours for every hour worked overtime. If granted comp time, such time shall be taken as soon thereafter as reasonably practical subject to the approval of the immediate supervisor and shall not be allowed to accumulate normally beyond thirty (30) days.