

# Wilson County Board of Education

Policy Description:  Employment Hours/Overtime Pay of Support Personnel  Page 1 of 3	Policy Number: 5.604	Amended Date: 06/04/07
	Rescinds:	Issued: 06/03/04

1 All support personnel of the Wilson County School System are covered by the Wage and Hour regulations as  
2 administered by the Department of Labor except the following:

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- 4 1. Students who work an hour or less per day;
- 5 2. Volunteer workers other than regular employees; and
- 6 3. Those set forth in the Fair Labor Standards Act as executives, administrative employees and  
7 professional personnel.
- 8

9 The Wilson County School System shall comply with the Wage and Hour Regulations as administered by the  
10 U.S. Department of Labor. Actual hours worked are to be reported by each employee using approved time  
11 records or time clock, as appropriate. No support personnel shall be at the job location unless so directed by  
12 his/her immediate supervisor.

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14 Supervisors should prepare a daily work schedule, which shall include the time to begin work, lunch time, and  
15 the time to end work. Each employee is required to work according to his/her schedule unless there is an  
16 emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible.

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18 All authorized overtime or time on the job location not within the scheduled time shall be approved by the  
19 immediate supervisor before the overtime occurs.

20  
21 Any support personnel new to the Wilson County School System who are also employed by another agency of  
22 county government or an agency which provides contracted services to the school system shall report said  
23 employment to the Human Resources Office prior to beginning work.

24  
25 Current support personnel of the Wilson County School System who accepts employment with another agency of  
26 county government or an agency which provides contracted services to the school system shall report said  
27 employment to the Human Resources Office within seven (7) calendar days of acceptance.

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29 Support personnel covered by the Wage and Hour Law shall maintain a time record of actual hour worked. At  
30 the end of each reporting period, employees shall turn in time records to their immediate supervisor for approval  
31 and signature. All time records will be forwarded to the payroll office for calculations.

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1 At sites where time clocks are used, employees are required to “clock in” and “clock out”.

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3 Support personnel covered by the Wage and Hour Law shall have at least thirty (30) minutes lunch/break period  
4 without pay or a lunch break equivalent to that of students (for those employees working at schools). During this  
5 scheduled lunch period, the employee shall be relieved of all duties of any nature.

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7 The work week for support personnel is defined as Saturday through Friday, seven (7) consecutive days, 168  
8 hours.

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10 The Wilson County School System shall be subject to the Fair Labor Standards Act (F.L.S.A.) in all  
11 determinations relative to the exempt or non-exempt status of classified employees. (See EMPLOYEE  
12 CLASSIFICATIONS, Status) The Board expects that employees will work in excess of standard hours when  
13 requested. When work in excess of standard hours is required, employees will be compensated for the  
14 unscheduled hours worked.<sup>1</sup>

15  
16 Overtime is defined as hours physically worked in excess of forty (40) hours per week. When an employee is  
17 requested to work over regularly schedules hours, the following shall apply:

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19 **COMPENSATION FOR UNSCHEDULED HOURS**

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21 1. Hours worked over the scheduled hours must be approved by the immediate supervisor.  
22 2. All payment for overtime shall be processed through the payroll office.

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24 **OVERTIME PAY**

- 25  
26 1. Time and one-half (1 ½) shall be paid for all hours physically worked over forty (40) hours in a week.  
27 2. Overtime pay shall be paid for all hours worked over forty (40) hours per week.

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29 **PAYROLL PROVISIONS**

- 30  
31 1. An authorization for overtime payment must be submitted by the immediate supervisor to the director of  
32 schools.  
33 2. Payment for overtime will be included in the paycheck for the period immediately following the one in  
34 which it was earned.  
35 3. All payments for overtime shall be processed through the payroll office.

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<sup>1</sup> TCA 5-23-101;104; Section 7(o) 29 CFR § 553.20;21

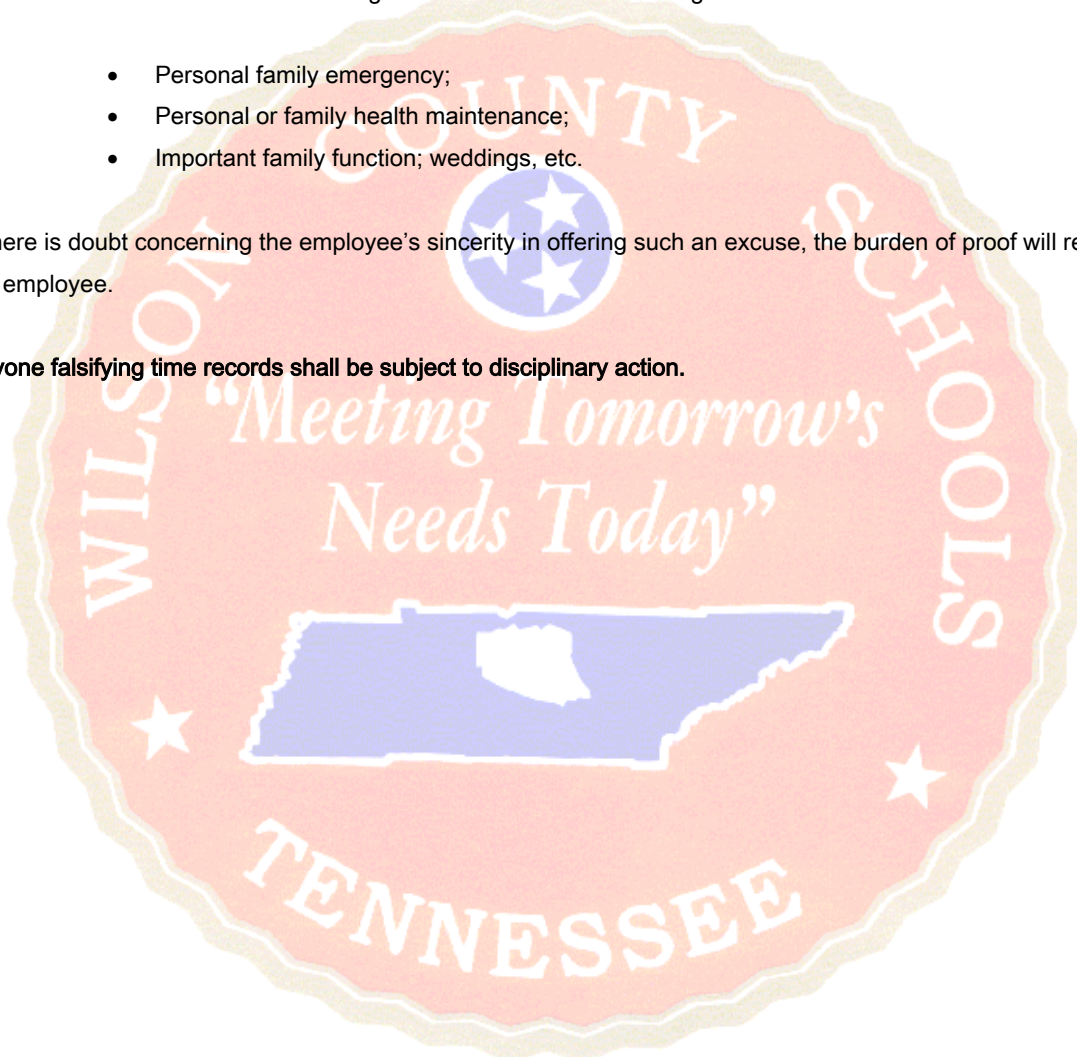
**DISCIPLINE**

1. Persons, who have been assigned to work overtime, whether voluntary or mandatory, shall be expected to report to work as scheduled.
2. Failure to report shall subject an employee to disciplinary procedures as specified for any other non-appearance for a regularly scheduled work time.
3. Employees shall be released from mandatory overtime, without fear of discipline, when they can provide a reasonable excuse including but not limited to the following:

- Personal family emergency;
- Personal or family health maintenance;
- Important family function; weddings, etc.

If there is doubt concerning the employee's sincerity in offering such an excuse, the burden of proof will rest with the employee.

**Anyone falsifying time records shall be subject to disciplinary action.**



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