

EXEMPT AND NONEXEMPT EMPLOYEES

Definitions

Exempt Employees – Those employees whose duties and compensation meet the requirements to be an exempt executive, administrative, professional or computer employee as defined in federal law and who are not eligible for overtime compensation.

Hours Worked – For the purposes of this policy, hours worked means all hours during which the individual is required to be on duty-generally from the required starting time to normal quitting time-and all hours an employee is permitted to work, in accordance with law. Meal periods of 30 minutes or longer do not count as hours worked as long as the employee is relieved of all duties. Break periods of 15 minutes or less count as hours worked as long as the employee is relieved of all duties and is free to leave his or her duty post. At the District’s discretion, breaks for nursing mothers to express breast milk may be considered as hours worked.

Nonexempt Employees – This includes all District employees not specifically identified as exempt under federal law. This generally includes noncertificated staff; however, in some circumstances noncertificated staff members may qualify for exempt status. The Board directs the Superintendent to ensure that job positions are classified as exempt or nonexempt and that employees are made aware of these classifications. Employees in doubt about their status should contact their immediate supervisor.

Overtime – Actual hours worked in excess of 40 hours in a workweek.

Compensation – Non-Exempt Employees

1. Nonexempt employees may be compensated on an hourly basis, although amounts paid for overtime work and deductions for unpaid leave will be calculated using an employee's regular hourly rate of pay.
2. All nonexempt employees are required to complete a daily time record showing actual hours worked.
3. Supervisors of nonexempt employees must verify the accuracy of work records on a semi-monthly basis.
4. Failure to maintain or verify work records or falsification of these records will be grounds for disciplinary action.
5. The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor.
6. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor are subject to discipline, including termination.

7. A nonexempt employee will be paid in accordance with state and federal law for each hour of overtime.

Compensation –Exempt Employees

1. Unless otherwise permitted by law, exempt employees will be compensated on a salary basis.

Date Issued by the Superintendent: December 12, 2017

A handwritten signature in blue ink that reads "Donald L. Bobannon". The signature is written in a cursive style and is positioned above a horizontal line.

Superintendent of Schools