

## TIME SCHEDULES

### CENTRAL OFFICE

The School Board Office shall be open Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m.

The daily hours of Central Office administrators shall be from 8:00 a.m. to 4:30 p.m., with exceptions authorized by the Superintendent. Central Office Administrators, however, shall grant appointments to principals, teachers, or other persons who are unable to call at the office before 4:30 p.m., at a later hour than 4:30 p.m., or on Saturday morning.

### EXEMPT EMPLOYEES

#### Work Schedules

The work schedule for exempt employees such as principals, teachers and others may vary as to time of reporting and shall continue until professional responsibilities to students, school, and School Board have been completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, extracurricular activities, faculty meetings, School Board and Board Committee meetings may require hours beyond any stated minimum. The Superintendent or his/her designee, consistent with the FLSA and the provisions of this policy, shall define work schedules for exempt employees.

Exempt employees are excluded from the overtime requirements and their work schedules may include meetings, extracurricular activities, parent conferences, planning time, and other responsibilities of the position.

### ACKNOWLEDGMENT OF POLICY

Employees shall be provided a copy of this policy and be required to sign a statement to acknowledge their receipt of the policy.

Revised: June 2020

Ref: Board minutes, 8-17-82, 4-18-89, 6-15-93, 7-7-20.