

District: Greenville Public School District
Section: G - Personnel
Policy Code: GCRAA - Fair Labor Standards Policy

FAIR LABOR STANDARDS POLICY

PURPOSE

The purpose of this policy is to ensure that the Greenville Public School District is in compliance with the requirements of the Fair Labor Standards Act (FLSA), 29 U.S.C. ' 201 *et seq.*

EXEMPT EMPLOYEES

Certain employees are exempt from coverage of the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative and professional employees. Examples include, but are not limited to, certified professional employees such as teachers, counselors, supervisors and administrators. Certain non-certified administrators are also exempt and include business managers, transportation directors, maintenance directors and other similar administrative and supervisory positions. Supervisors should seek advice from the school board attorney if there is a question whether a position is exempt.

COVERED EMPLOYEES

Employees in the job classifications listed below are generally considered to be non-exempt and are covered by the FLSA unless a specific exception exists. In those instances the reasons for the exempt status will be specifically outlined.

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| Secretaries | Bookkeepers |
| Clerks | Mechanics |
| Janitors | Cafeteria Personnel |
| Assistant Teachers | Substitute Teachers |
| Bus Drivers | Maintenance Personnel |
| Security | Data Entry Operators |

In some instances employees may perform dual jobs for the District, such as bus driver/maintenance worker. If duties of the two jobs require the employee to work overtime, the amount due will be calculated using the method described below under OVERTIME PAY.

EMPLOYMENT RELATIONSHIPS

No employment relationship is created between student teachers or students and the District

due to the circumstances surrounding their activities.

No employment relationship is created between the District and individuals who volunteer and donate their services to the District as a public service without contemplation of pay.

The hiring of off-duty policemen or deputies on a part time basis by the District for crowd control or for security purposes does not create a joint employment relationship between the District and the city or county with which the policemen or deputies are employed. The District is separate and distinct and acts entirely independent of other governmental entities.

HOURS WORKED

The work week for the Greenville Public School District begins on Sunday and ends on Saturday. Each employee subject to the FLSA shall be paid for all hours worked. Compensable time includes all time that an employee is required to be on duty. Coffee breaks, waiting time and meal periods, which are frequently interrupted by calls to duty, are hours worked and are compensable.

Hours worked shall be accurately recorded by each employee on the monthly or weekly time sheet in the form which is provided by the District. Employees using time sheets shall furnish all information requested and shall record the exact time of arrival and departure from work. Employees are expected to arrive and depart at the time specified by his/her supervisor unless requested to work overtime by his/her immediate supervisor. All overtime shall be recorded by each employee on the time sheet or time card.

No overtime shall be worked without prior written permission by the employee's immediate supervisor. In the event of emergencies requiring work in excess of 40 hours in a work week, the employee shall inform his/her supervisor as soon as practicable regarding the overtime worked.

BREAKS AND MEAL PERIODS

Although not required by the FLSA, employees should be allowed coffee breaks of no more than 15 minutes when appropriate. The time of day for breaks and their length shall be determined by each employee's immediate supervisor.

Meal periods for some employees shall be counted as hours worked since they are frequently interrupted by calls to duty and therefore are compensable. Those employees with bona fide meal periods of 30 minutes or more shall be completely relieved of duty for the purpose of eating a regular meal and shall not be required to perform any work during that meal period.

MINIMUM WAGE

All employees subject to the FLSA shall be paid not less than the current minimum wage.

OVERTIME PAY

It is the policy of the District that compensation for overtime work will be paid in the form of compensatory time off. Compensatory time shall be awarded on the basis of 1-1/2 hour

for each hour of overtime worked. An employee will not be permitted to accumulate more than 240 compensatory time hours (160 regular hours). Employee must take the compensatory time when it is agreeable with his/her supervisor. However, the supervisor's consent shall not be unreasonably withheld.

In the event the District decides to pay for overtime work in the form of monetary remuneration, the employee shall be paid not less than 1-1/2 times his/her regular rate of pay for all hours worked over 40 hours in a work week. Overtime pay due an employee shall be computed on the basis of hours worked in each work week.

For employees paid on an hourly rate, the overtime will be based on that hourly rate. For employees paid on a salaried basis, the monthly salary will be reduced to its weekly hourly rate, from which overtime compensation will be calculated. Employees shall be paid for each and every hour worked. For those employees working 2 or more jobs for the District, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked calculated by dividing the total amount of remuneration received in a work week by the total hours worked in that work week. The employee shall be paid one-half of the blended hourly rate times the number of hours worked over 40.

ADJUSTMENT OF SCHEDULES

Supervisors may adjust schedules within a work week to prevent the necessity of an employee working more than 40 hours in that work week.

RECORD KEEPING

The Superintendent shall require all records on wages, hours and other items to be maintained in accordance with the FLSA. Wage and Hour posters shall be displayed at each District worksite.

ENFORCEMENT

District shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site. If an employee believes he/she has not been paid in accordance with the FLSA, the employee shall notify his/her supervisor and the Superintendent. Employees who believe they have not been paid in accordance with the FLSA may file a complaint with the United States Department of Labor. The District shall not retaliate in any manner whatsoever against an employee for the filing of such complaints.

District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the District. Any disciplinary action taken by the District will be in addition to any relief granted an employee by the U. S. Department of Labor or a court of law.

LEGAL REF.: Fair Labor Standards Act (FLSA), 29 U.S.C. ' 201 *et seq.*

CROSS REF.: Policy GCD - Classified Personnel Hiring

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

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