



Administrative Procedure

Category:	Procedure:	
Human Resources	Time Schedules of Classified Personnel	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-570	June 1997	May 2008

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Refer to policy G-570.

The school system shall comply with Wage and Hour Regulations as administered by the U.S. Department of Labor. Actual hours worked are to be reported by each employee. No employee shall be at the job location unless so directed by the immediate supervisor.

WORK SCHEDULES

A work week is a regularly recurring period of 168 consecutive hours. The standard work week for Knox County Schools employees shall begin a 12:01 a.m. Sunday and end at 12:00 midnight on the following Saturday. Maintenance, security, and operations personnel shall have a work week that begins at 12:01 a.m. Wednesday and ends at 12:00 midnight on the following Tuesday.

Supervisors shall prepare a daily work schedule both for school and non-school months. The daily schedule includes the time to begin work, lunch time and ending time.

Each employee is required to work according to his schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible.

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

TIME RECORDS REQUIRED

Each employee covered by the Wage and Hour Law shall keep a time record of actual hours worked. At the end of each reporting period, employees shall turn in time records to their immediate supervisor for approval. All time records will be forwarded to the payroll office for calculations.

LUNCH PERIODS

All employees covered by the Wage and Hour Law must have at least thirty (30) minute lunch period without pay. During this scheduled lunch period, the employee shall be relieved of all duties of any nature.

EMPLOYEE CERTIFICATION THAT POLICY AND REGULATIONS HAVE BEEN READ

New employees shall be furnished a copy of this policy. Each employee shall read this policy or have it read to him and shall certify that the policy has been read and understood. A copy of this certification must be on file before the first check is issued to a new employee.

EMPLOYEES NOT COVERED BY WAGE AND HOUR LAW

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All employees are covered by the Wage and Hour Law except:

1. Students who work an hour or less per day;
2. Volunteer workers other than regular employees; and
3. Those set forth in the Fair Labor Standards Act as executives, administrative employees and professional (to include all certified personnel).