

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.6

Effective Date: August 1, 2016

Revised Date:

Section: Personnel

Subject: Time Schedules for Non-Exempt Employees

Related Policy: 5.602 Time Schedules and Extra Duty; 5.604 Overtime Pay of Support Personnel

I. DEFINITIONS:

Flex Time: The concept of working a set number of hours (40) in a given week within a flexible time frame as agreed upon by the employee and immediate supervisor.

Overtime: Any work completed within the standard work week above 40 hours.

Time Card: An accurate reflection of time worked within a given pay period. Currently MCS uses a paper timesheet. In the near future, we will transition to an online system where each employee will log in and out as they arrive to and leave work.

II. PROCEDURES:

1. A general understanding of an employee's work schedule shall be established with the immediate supervisor. A preference for flex time is strongly encouraged over any paid overtime. Any time worked beyond the standard eight (8) hour day should be flexed out of a workday occurring in the same work week whenever possible.
2. If overtime is necessary it must be approved by both the immediate supervisor and the Director of Schools. It is preferred that all requests for overtime be submitted in writing to the immediate supervisor, who will make a determination before forwarding it to the Director of Schools. This should occur prior to the overtime if possible.
3. Overtime will be paid at the rate of time and one half. Overtime pay must be included on the time card at the time the overtime was earned and will be paid on the next paycheck issued. At no time can overtime be accrued and turned in for payment at a later date.
4. The Director of Schools can assign an employee to work overtime. Failure to report to assigned overtime will be treated in the same manner as a non-appearance for regularly scheduled work time. The Director of Schools may release an employee from assigned overtime on a case-by-case basis.

Signature on File

Jacob Sorrells, Director of Schools