

TIME SCHEDULES/WORK DAY

The Caldwell County Board of Education recognizes the quality work of its employees, noting that most work far beyond the call of duty. The Board extends its grateful appreciation but believes that regular work schedules must be maintained while affording the supervisor/principal flexibility. The Board also affirms our community's strong work ethic.

To that end the Superintendent and the respective principals/supervisors will establish fair and equitable time schedules for all personnel. Non-paid extra duties required of certified staff will also be assigned to all on a fair and equitable basis. The Superintendent, principal or supervisor may assign duties and responsibilities or hold meetings which extend the hours whenever such assignments are necessary for the effective operation of the school or school system.

Pursuant to state law, all full time assigned classroom teachers shall be provided a daily duty free period during regular student contact hours. Principals shall not unfairly burden any teacher by making him/her give up the duty free period on an ongoing regular basis without the consent of the teacher.

Associate staff shall not work more than 40 hours per week unless approved in advance by the immediate supervisor. All work beyond 40 hours per work week entitles the associate employee to time and one-half compensatory time or over-time pay. Overtime pay must be approved by the Superintendent or Assistant Superintendent.

The regular schedule of any employee may be modified by the Superintendent/principal/supervisor as needed to ensure the effective operation of the school system; however, reasonable notice of at least two (2) weeks shall be provided for long term schedule changes except in emergencies. Part-time employees shall be scheduled as needed.

Pursuant to provisions of the Federal Wage and Hour Law, all associate staff must sign daily time sheets. Daily records for certified and supervisory staff shall also be maintained.

Legal Reference: NCGS 115C-301.1

Adopted: May 8, 1995

Revised: June 12, 2000