

LICENSED AND CLASSIFIED STAFF SCHEDULES, TIME TRACKING, AND COMPENSATION

The Albemarle County School Board (“Board”) compensates employees fairly and in accordance with law for all time worked. The Board approves the annual staffing plan through the annual budget process each fiscal year. This policy establishes guidelines and expectations for employees and supervisors. These provisions shall be effective July 1, ~~2024~~2026.

I. STAFF SCHEDULES

A. Teachers/ Instructional Staff

~~The hours of employment will depend on the length of time required to accomplish the objectives of Albemarle County Public Schools (“Division”). Licensed personnel are available for a reasonable time both before and after school to assist students and parents as the need may arise. Also, as part of the essential job duties to meet these Board objectives, staff are expected to attend meetings, training, professional learning, and other job-related events that occur during and outside of the regular student day without the expectation of additional compensation. Part-time teachers may also be required to attend job-related events outside of their regular student day and need to make plans accordingly.~~

Principals/department heads will set the beginning and ending times for their instructional staff with the approval of the Superintendent/Designee. Staff are expected to work their contracted amounts per workday with full-time teachers working a minimum of seven and one-quarter (7.25) hours per workday.

B. Classified Staff

Employees’ supervisors will determine their employee’s[’] work schedules in accordance with any base weekly hours for that position and the school/departments’ needs. Principals/department heads/designees may require that employees work additional time, alternative schedules, or telework to meet the school/departments’ needs. To the extent possible, supervisors will give notice when work schedules or locations change so that employees can arrange their personal schedules.

C. Administrators

Licensed and non-licensed supervisors are expected to ensure there is adequate supervision of their schools/departments and at school events at all times. Work schedules may vary based upon Division needs. These staff are expected to work their allocated hours per week at a minimum.

II. ALTERNATIVE SCHEDULES AND TELEWORK

A. Guidelines

Principals/department heads/designees may permit alternative work schedules or locations, and in accordance with the ~~d~~Division telework policy, when:

1. the employee's arrangement does not interfere with the school/department's ~~an~~ ability to remain open to the public, operations, or students' access to education and services on all days other than posted holidays and emergency closings;
2. employees work the requisite number of hours for the posting; and
3. all applicable personnel policies are followed.

B. Rotating Schedules

In the event that a non-exempt employee (usually part-time) has a work schedule where the total weekly hours change from one workweek to the next, the employee's base weekly hours will be classified based on the workweek with the fewer number of hours. The employee would then receive additional pay when a greater number of hours are worked in the workweek ~~due to the Division's pay by exception system.~~

C. Flex Time

Non-exempt employees are paid based upon hours worked or leave taken during the workweek. In lieu of taking leave, a supervisor may allow an employee to work an alternative scheduled in a given workweek as long as all base weekly hours are accounted for within the workweek. Exempt employees may flex time with supervisor approval.

III. OVERTIME COMPENSATION

Non-exempt employees are entitled to overtime pay or compensatory time leave in accordance with the Fair Labor Standards Act ("FLSA") and Virginia Overtime and Wage laws for hours worked in excess of their maximum allowable hours at 1.5 times their regular rates of pay. The following regulation, G CJ-~~R~~-AP govern overtime. If any conflict arises between this regulation, G CJ-~~R~~-AP, and federal and state law, the requirements of the law will govern.

IV. BREAKS AND MEAL PERIODS

Breaks. Rest breaks or meal periods are not required. However, sSupervisors will allow

all employees time to attend to health and hygiene needs. Supervisors may designate specific times for break and meal periods. Principals/ department heads may establish location-wide standards to ensure efficient operations and service. Non-exempt employee breaks longer than ~~twenty (20)~~ minutes are not compensable as time worked if employee is relieved from duty and is free to leave the work site.

Adopted: July 1, 1993
Amended: December 8, 1997; January 14, 2010; June 12, 2014; April 23, 2015;
June 9, 2016; January 10, 2019; May 23, 2019; August 8, 2019; ~~September 26, 2024~~

Reviewed: July 8, 2004; September 27, 2012, August 12, 2021
Equity Review: August 12, 2021
Legal Ref.: 29 U.S.C. §201 et.seq.
29 C.F.R. § 516.1 et seq.
Code of Virginia, 1950, as amended, §§ 22.1-291.1, 40.1-28.8 et seq.

Cross Ref.: GBCA, Employee Discipline
GCA, Personnel – Definitions
GCBA, Salary Administration and Position Classification GCC, Leave Program
GCJA, Staff Schedule Obligations
GCJC, Telework
GCLA, Professional Learning Time and Leave
GCQC, Coverage of Schools Due to Inclement Weather and/or Emergency GCQD, Emergency Staffing Situation
KG, Community Use of School Facilities

**PROCEDURE FOR LICENSED AND CLASSIFIED STAFF SCHEDULES,
TIME TRACKING AND COMPENSATION**

I. OVERVIEW AND KEY TERMS

- A. Base Annual Hours.** Each regular employee has a designated number of hours expected to work annually. This is the employee’s base hours per day times the base days per year.
- B. Base Weekly Hours.** Each regular employee has a designated number of hours expected to work per workweek. This is base hours per day times the allocated days per workweek according to the Division calendar. While an employee’s actual daily work schedule may vary, the employee’s base weekly hours remain the same. For example, an employee with ~~forty (40)~~ base weekly hours may work five (5) eight (8)-hour shifts or may work four (4) 10-hour shifts.
- C. Exempt Employees.** Exempt employees are not eligible for overtime pay under applicable laws. Such positions are designated by the Department of Human Resources (“Human Resources”) and approved by the Superintendent/designee.
- D. Full-Day Increments.** Full-day increments refer to the entire scheduled day and not a “day of leave” as defined in Policy GCC, Leave Program.
- E. Half-Day Increments.** Half-day increments refer to one-half (1/2) of an employee’s scheduled day and not a “day of leave.”
- F. Hourly Rate.** A regular employees’ hourly rate is the employees’ annual salary divided by the employees’ base annual hours.
- G. Hours Worked.**
1. General. Non-exempt employees who work more than the maximum allowable hours in a workweek must receive overtime pay or compensatory time leave for their excess hours worked. Paid or unpaid time off during which the employee is absent from work are not “hours” or “time” worked for this purpose. ~~For example, h~~oliday, sick, annual, and compensatory leaves, leaves of absence, meal breaks, ~~and~~ building closures, and other types of leave are not “hours worked”. Human Resources may also approve other such exceptions for determining the maximum allowable hours.
 - ~~2. Breaks. Rest breaks or meal periods are not required. However, supervisors will allow all employees time to attend to health and hygiene needs. Supervisors may designate specific times for break and meal periods. Principals/department heads may establish location-wide standards to ensure efficient operations and service. Non-exempt~~
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~~employee breaks longer than twenty (20) minutes are not compensable as time worked if employee is relieved from duty and is free to leave the work site.~~

~~3.2.~~ Travel Time. When non-exempt employees travel between work sites, time spent traveling to such sites is considered time worked. Ordinary travel between an employee's home and work is not considered hours worked, except as may otherwise be determined by Human Resources.

- H. **Leaving Premises During the Work Day.** Employees shall not leave school premises during the established hours of employment without the permission of the principal/designee. Schools/departments may establish their own sign-out procedures for employees leaving the premises during the workday.
 - I. **Maximum Allowable Hours.** A non-exempt employee must be compensated for overtime once the employee has exceeded the maximum allowable hours, which is ~~forty (40)~~ hours within the workweek.
 - J. **Non-exempt Employees.** Employees who are subject to the FLSA's overtime requirements are considered non-exempt.
 - K. **Overtime.** This is time that non-exempt employees work in excess of the maximum allowable hours per workweek. The Division must compensate an eligible employee for time worked in excess of the maximum allowable hours by making monetary payment at 1.5 times the employee's regular rate of pay for each hour or portion thereof worked or by granting compensatory time leave at the rate of 1.5 times for each hour or portion thereof worked.
 - L. **Pay by Exception.** The Division operates on a "pay by exception" system for exempt (salaried) employees. Each regular exempt employee has a number of hours per fiscal year allocated as part of the Division's annual staffing plan. The annual hours are divided equally in the number of established pay cycles. The payroll system will pay this amount automatically unless the employee and supervisor submit adjustments to the base weekly hours such as leave without pay.
 - M. **Positive Pay.** The Division pays non-exempt (hourly) employees for time worked, paid leave taken, and other pay earned or awarded on a biweekly basis on an established pay schedule.
 - N. **Premium Pay.** This refers to additional compensation, exclusive of overtime, non-exempt employees may receive as an incentive for specific types of work, i.e. shift differentials.
 - O. **Regular Schedule.** All regular employees have a designated schedule each
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workweek based upon the base weekly hours. Changes to a non-exempt employee's regular schedule that impact the base weekly hours may cause changes to the employee's pay such as overtime or leave without pay.

- P. **Straight Time.** This is a non-exempt employee's non-overtime work compensated at the employee's hourly rate.
- Q. **Work Schedules.** The principal/department head/designee is responsible for establishing employee work schedules, including allowances for breaks and meal periods.
- R. **Workweek.** The Superintendent has established the official workweek as seven (7) days extending from Saturday at 12:01 a.m. to Friday at 12 midnight.

II. TRACKING TIME AND PAY ADJUSTMENTS

A. Non-exempt Employees

1. **Time Recording** – All non-exempt employees must submit a timely accurate recording of their hours worked and leave taken. Failure to do so may result in disciplinary action.
2. **Increments** - Time worked is rounded up or down to the quarter-hour **(15 minutes)**. Schools/departments may set reasonable expectations for adherence to work schedules. An employee may be counseled or disciplined for tardiness; however, pay will follow the rounding rules.
3. **Reductions in Pay** – If an employee does not work their scheduled hours or have applicable paid leave, the employee will see a reduction in their earnings. Employees may also be docked pay for disciplinary purposes.

B. Exempt Employees

1. **Time Recording** - These employees are expected to follow established policies for time tracking and leave submission. Failure to do so may result in disciplinary action.
 2. **Increments** - Exempt employees are compensated on a salary basis. The salary may be calculated on a daily or weekly basis depending on the position. Exempt employees are not paid based upon time worked.
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3. Reductions in Pay

- a. Teachers – These employees have a contract for a specific number of days of work, but may be docked pay in accordance with FLSA, the Family Medical Leave Act (“FMLA”), Workers’ Compensation laws, and other applicable laws. When a benefits-eligible teacher does not have sufficient leave to cover the missed work, pay may be docked in full-day increments. Benefits-ineligible teachers may have pay docked in full-day increments when a day of work is missed. For employees whose work schedules change from week to week, pay will be docked based on the time missed on the day of the absence.
- b. Employees Other Than Teachers – These employees may be docked pay in accordance with FLSA, FMLA, Workers’ Compensation laws, and other applicable laws. ~~Generally, pay may be docked for partial weeks worked during the first and last weeks of employment and situations where a benefits-eligible employee has insufficient leave accrued or chooses to take leave without pay.~~ Pay must be docked in full-day increments, excluding exceptions required by law. ~~Benefits-ineligible employees may not be docked pay when work is performed in the workweek unless permitted by law.~~ Supervisors may require any exempt employees to make up missed work in another workweek.
- c. Discipline – Any exempt employee may be docked pay in full-day increments for disciplinary purposes.

III. MEAL AND REST PERIODS

C.A. Licensed Staff Lunch Periods

~~Benefits-eligible licensed staff shall have a duty-free lunch period for an amount of time set by the Division. During the first week of school, based on student needs, licensed staff may be required to eat lunch with their classes in order to properly teach cafeteria routines and expectations. During emergency situations, field trips, and schoolwide special events (e.g. “field day”), licensed staff should not expect the full duty-free meal break. Except for emergencies, licensed staff have the right to decline a request to perform any duties during their lunch period.~~

D.B. Non-Exempt Employee Paid Breaks

~~Non-exempt employees, including temps, who are scheduled to work~~

more than four (4) hours per day shall be scheduled for and receive paid breaks based on the total number of hours worked in a day. Scheduling of breaks shall be done by mutual agreement of the employee and supervisor according to the following table, with one (1) break scheduled during the first half of a shift and, where appropriate, one (1) scheduled in the second half, when more than one (1) break is due. Employees working over eight (8) consecutive hours in a day shall be entitled to an additional 15-minute break for every two (2) hours worked over eight (8) hours. Employees scheduled to work four (4) hours or less in a day may have a total paid break time of 10 minutes — this break may be 10 consecutive minutes or broken into smaller increments based on operational needs such as serving food in a cafeteria or supervision of students in an after-school program. Such breaks shall be scheduled in consultation with the supervisor.

<u>Hours scheduled to work in a single day</u>	<u>Total paid breaks allowed</u>	<u>Unpaid meal breaks allowed</u>
<u>4.25-5 hours</u>	<u>One 10-minute break</u>	<u>None</u>
<u>5-6 hours</u>	<u>One 15-minute break</u>	<u>One 30-minute meal break</u>
<u>6-8 hours</u>	<u>Two 15-minute breaks</u>	<u>One 30-minute meal break</u>
<u>8.25+ hours</u>	<u>One additional 15-minute break for every additional 2 hours worked over 8 hours</u>	<u>One additional 30-minute meal break for every additional 4 hours worked over 8 hours (12+ hours worked)</u>

If operations make it impossible for the employee to take a continuous break, the supervisor and employee will come to mutual agreement over scheduling the break whenever possible during the shift, with the supervisor having the final decision to ensure operations run smoothly.

Employees must continue to meet all productivity expectations as defined by their supervisors. An employee's refusal to take a scheduled break, or the occurrence of an emergency preventing the break, does not trigger any additional compensation. Unused break time shall not result in leaving work prior to the end of the shift or be carried over across days.

E.C. Non-Exempt Employee Unpaid Meal Breaks

Employees working 30 hours or more in a week, or at least five (5) hours in a day, shall receive a 30-minute unpaid, duty-free meal break given the following provisions:

1. Meal break schedules shall be established by each supervisor by the first day of the school year, or the first week of the work year for non-school based employees. Supervisors retain the authority to change scheduled meal breaks with notice that is as reasonable as is practical; when doing so, employee input shall be considered.
2. Meal breaks may be interrupted in the event of an emergency or a program need. Should an interruption occur, employees shall have the option, in consultation with their supervisor, to either take their meal break at their next opportunity to do so, be paid for their time, or end their workday early.
3. An employee may leave the worksite during a meal break with the permission of their supervisor following designated sign-out procedures. Such permission shall not be unreasonably withheld.
4. At the request of the employee, with the permission of the Supervisor, the employee may work through their lunch period and not clock out as a mechanism to end their scheduled workday earlier. This permission may be revoked by the supervisor based on changes to operational needs and may be withdrawn by the employee with a notice period of at least one (1) week.

Employees working less than five (5) hours per day may be granted meal breaks by the supervisor as schedules and work permits.

F.D. Other Exempt Employee Breaks

Exempt employees should take reasonable health and hygiene breaks as workloads permit. Supervisors may set reasonable parameters on meal breaks to ensure efficient operations.

G.E. Recovery Time

Administrators and supervisors are encouraged to offer, and employees are encouraged to request, a paid Recovery Break of at least 15 minutes when involved in an adverse incident involving a student, including, but not limited to: physical aggression, breaking up a fight, verbal abuse and

other threats. Supervisors shall not unreasonably deny requests made by employees in these situations and shall endeavor to secure coverage so that the request can be honored. The incident must be reported to the employee's immediate supervisor, and an incident report kept by the school or department through the standard discipline reporting process. A longer break may be given at the supervisor's discretion, in accordance with this policy, and they may approve sick leave in accordance with policy GCC, Leave Program.

III.IV. OVERTIME PAY

A. Eligibility to Earn Overtime/Compensatory Time Leave

1. Non-exempt Employees. Unless excluded by law, all non-exempt employees who work more than ~~forty (40)~~ hours within a workweek will receive overtime pay and/or compensatory time leave. Temporary employees are not eligible to receive compensatory time leave, but are eligible to receive overtime pay.
2. Exempt Employees. Exempt employees do not earn overtime. However, principals/department heads may grant time off in recognition of time worked beyond normal work schedules.

B. Calculation of Overtime/Compensatory Time Leave

All non-exempt employees are to be compensated for overtime. This compensation may be monetary or through the accrual of compensatory time leave. Time is calculated based on the entire workweek and not on a daily basis. Overtime is not earned until 40 hours have been physically worked in the workweek. Calculation of overtime/compensatory time leave shall be as follows:

1. Overtime. All non-exempt employees who work over ~~forty (40)~~ hours within the workweek are paid overtime pay.
2. Compensatory Time Leave. A non-exempt regular employee may be compensated at the rate of one and one-half (1.5) hours of compensatory time leave for each overtime hour worked instead of overtime pay referenced in B.1. The employee and supervisor must agree to compensatory time leave as compensation. If a supervisor is offering only compensatory time leave as payment, the employee must agree to accept compensatory time leave or be able to decline the additional work. Otherwise, overtime pay must be provided for required additional work. Temporary employees are not eligible for compensatory time leave in lieu of overtime pay.
3. Compensation for Additional Non-Overtime Work. When a non-exempt

employee works more than his/her base weekly hours, but less than 40 hours, the employee must be paid his/her hourly rate (straight time) for those excess hours worked. Compensatory time leave may not be earned in this circumstance.

4. Dual Job Employees.

- a. Two (2) or More Non-exempt Positions: Employees who work in two (2) or more non-exempt positions during the workweek, all such time worked counts towards the maximum allowable hours. These employees will be paid overtime at the blended overtime rate or earn compensatory time leave in accordance with paragraph B.2. above. Principals/department heads shall consult with Human Resources for guidance regarding the payment of overtime compensation to such employees.
- b. Exempt and Non-exempt Positions: The eligibility for overtime is determined by the primary position (the position with the highest percentage of hours worked). When the primary position is non-exempt, all work performed in both positions contribute to the total hours for the workweek. When the primary position is classified as exempt, the employee is not eligible to earn overtime or compensatory time. However, the employee may receive straight time pay for hours worked in the workweek beyond the base weekly hours in the non-exempt position.
- c. Non-exempt Regular and Temporary Positions: If a non-exempt regular employee also has time worked in a non-exempt temporary position during the workweek, all such time worked counts towards the maximum allowable hours. The supervisor of the regular position may deny the earning of compensatory time leave in lieu of overtime pay, regardless of which position(s) contributed to the overtime hours. If a supervisor denies compensatory time leave, overtime must be paid at the blended overtime rate.
- d. Non-exempt Regular Employees Working Exempt Temporary Positions: As long as the exempt temporary position is occasional and sporadic, the hours worked in the temporary position do not count towards the maximum allowable hours. Supervisors of temporary positions shall contact Human Resources before scheduling any non-exempt regular employee for exempt work.

C. Compensatory Time Leave Payouts

1. Maximum Balances: Eligible non-exempt employees may accrue up to 80 hours of compensatory time leave. Compensatory time must be used by June 15th of the fiscal year in which it was earned; any remaining balance will be paid out at the employee's current regular rate at the conclusion of that fiscal year.
2. Job Changes: Upon termination of regular employment, non-exempt employees will be paid for unused compensatory time leave. A non-exempt employee who is transferring to another department or who is changing from a non-exempt position to an exempt position will be paid for the unused compensatory time leave balance or reach an agreement with the current department head to use any accumulated compensatory time leave.
3. Compensatory Time Leave Payout Requests: Principals/department heads may periodically offer, or may approve employee requests of, partial or full payouts of accrued compensatory time leave subject to budgetary considerations. Offer must provide equal access to all eligible non-exempt employees. Principals/department heads may not make payouts under the maximum compensatory time leave balance without employee approval.
4. Compensatory Time Leave Payout Rate.
 - a. During Employment: When it is paid during the course of employment, compensatory time leave is paid at the employee's current regular rate.
 - b. Upon Termination: When it is paid upon termination, compensatory time leave is paid at a rate at least:
 - 1) the average regular rate the employee received during the last three (3) years of employment; or
 - 2) the employee's final regular rate, whichever is higher.

D. Employer Responsibilities

1. Managing the Accrual of Overtime. Principals/department heads/designees may require that employees work additional time or overtime to meet the needs of the school/department. They are also responsible for managing non-exempt employees' hours whenever possible to avoid overtime. If an employee works more than the designated work hours in a day, the supervisor may adjust the employee's work schedule to avoid the accrual of overtime. Employees shall receive notice of requested overtime work as far in advance as possible. It is

understood that emergency situations and unexpected absences do not generally permit advance notice of overtime.

With prior discussion and agreement between supervisor and employee, work schedules may be adjusted for the purpose of avoiding incurring overtime pay or compensatory leave time. In occasional emergency circumstances, overtime may be mandatory based on operational needs.

~~The Division will compensate an employee for any time worked in excess of the employee's base weekly hours. However, an employee may be disciplined for working unapproved hours.~~

2. Availability of Funds. Principals/department heads/designees will ensure that adequate funds are available to pay required overtime compensation and compensatory time leave payouts.
3. Scheduling Compensatory Time Leave. (See Policy GCC, Leave Program)
4. Recordkeeping. Principals/department heads/designees will ensure that all non-exempt employees complete and submit timely accurate records of their hours worked and leave taken. They shall also ensure that exempt staff submit timely and accurate leave records.

E. Employee Responsibilities

Authorization for Overtime. Non-exempt employees may work additional time beyond their scheduled hours only with prior authorization from their supervisors. Hours worked are compensated, but failure to receive prior authorization may result in disciplinary action.

Employees who incur overtime based on a reasonable, good faith belief that there is an emergency situation shall not be subject to discipline.

IV.V. ON-CALL AND CALL-BACK COMPENSATION

A. On-Call Compensation

1. Definitions.

- a. Passive On-Call Status: In this status, an employee has been notified that they are on-call for a specific 12-hour period. The employee must remain in an area close enough to respond if they are called in, must remain in an area where they can receive calls, and may need to forego personal activities in order to remain available and in an appropriate state to work, including refraining from

substances that impair the ability to work.

b. Active On-Call Status: In this status, an employee has been called to return (“call-back”) to the workplace. The employee is expected to report at the required time, or within one (1) hour of notification to return to work, unless emergency circumstances prevent return (e.g. weather conditions impede road access).

~~2.~~ 2. Purpose. Employees may be required to be available to return to work or “on-call” during a scheduled ~~twelve (12)-hour~~ period. Principals/department heads/designees may schedule employees to be on-call for shorter periods based on business needs. ~~On-call pay is a form of recognition pay for employees waiting to work who may have to stay within an area close enough to respond, need to stay within an area with cellular coverage, and may need to forgo personal activities.~~

3. Compensation and Eligibility. ~~Non-exempt regular and temporary employees who are “passively on-call” are eligible for a premium payment of 1.25 times the employee’s hourly rate for each on call period of up to 12 hours. The premium is received when the employee is placed in an on-call status, even if the on-call status is canceled prior to the start of the period. A temporary or regular non-exempt employee on-call is paid a flat premium of 1.25 times the employee’s hourly pay rate for each on-call period.~~ When an on-call period is less than ~~twelve (12)~~ hours, an employee will still receive one unit of on-call pay for the period (on-call pay is not prorated). On-call periods are not time worked and do not count towards the maximum allowable hours for overtime.

For example, an employee who makes ~~\$1520.00~~/hour and is on-call for an eight (8)-hour shift would receive ~~\$25.00~~~~48.75~~ for one on-call period. If the on-call shifts were thirteen (13) to twenty-four (24) hours, the employee would receive ~~\$37.50~~~~50.00~~ for two (2) on-call periods.

1 period: \$20.00 x 1 x 1.25 = \$25.00

2 periods: \$20.00 x 2 x 1.25 = \$50.00

Employees in passive on-call status move to active on-call status (call-back) when they are called to report. When they report, they are eligible for call-back pay under this policy. Time spent by non-exempt employees on-duty while on-call are to be compensated for such time as time worked. Whether an employee is “on-duty” while on-call depends on a number of circumstances, including, being required to remain on the employer’s premises and being restricted from personal activities.

Exempt employees are not eligible to receive on-call compensation except under programs approved by the Director of Human Resources that are necessary to meet business needs.

4.
Condition to Work. Employees who are on-call, must remain in a work-appropriate condition. This includes refraining from substances that impair the ability to work. Any employee who is not able to report in due to incapacity when called back to work, may be subject to disciplinary action. Any employee who is on-call and not able to work will not be eligible for any building closure leave that may overlap with the on-call period.

5. School/Departmental Expectations. Schools/departments may develop on-call guidelines and expectations for employees for on-call time based on departmental needs. Principals/department heads must submit their proposed guidelines to Human Resources for approval to ensure that they meet all applicable legal and policy requirements.

On-call compensation is authorized only if the on-call service meets all the following criteria:

1. Service must be mandated.
2. On-call employees are expected to respond promptly to calls, resulting in partially restricted personal time of on-call employees. Specific response time may vary depending on school/departmental requirements.
3. No other employee is already on duty and available to perform the required services.
4. The school/department's on-call guidelines have been approved by Human Resources and the School Board Attorney.

Supervisors should not give the expectation that employees are expected to work outside their regular schedules without formally putting them on-call. A supervisor giving a notice that employees may be called in due to pending weather or other emergency circumstances does not in itself constitute as being placed "on call".

6. Reporting to Work. An employee who is called in to work from on-call status is eligible for call-back compensation in addition to on-call pay

and wages for time worked.

~~B.~~

C.B. Call-Back Compensation

1. Purpose. There may be times when employees need to report back to work on short notice outside of their work schedules. Call-back pay is a form of recognition pay for when this impact on work-life balance is significant.
2. Definition. Call-back status occurs when a principal/department head/designee requires a non-exempt employee to report back to work outside of the employee's work schedule on less than ~~twenty-four (24)~~ hours' notice. Notice occurs when the employee is directed to report to work, or as otherwise defined by the school/department and approved by Human Resources in a manner consistent with the purpose of this benefit. An employee called back to work to start earlier than their regular schedule with less than 24-hours' notice is only eligible for call-back pay until their regular start time. Hours worked beyond the schedule which require an employee to stay at work are not eligible for call-back pay. Work schedule changes with more than ~~twenty-four (24)~~ hours' notice are not eligible for call-back pay. Whenever possible, supervisors should give notice to employees when the need for call-back may occur, such as for an anticipated snowstorm.
3. Eligibility. Any regular non-exempt employee who is called backed as described above by the principal/department head/designee is paid call-back pay.

Temporary non-exempt employees who have regular work schedules are eligible for call-back pay. Temporary employees, including substitutes, who work on an intermittent, occasional, or sporadic basis are not eligible for call-back pay. While exempt employees may be called back to work with short notice, they are not eligible for call-back pay.

~~4.~~

- ~~5.4.~~ Condition to Work. Employees who are called back to work must report in a work-appropriate condition ~~that includes, refraining from substances that impair the ability to work.~~ If an employee is not in a condition to work, the employee must disclose that to the supervisor before reporting for duty.

- ~~6.5.~~ Compensation. The call-back compensation rate is 1.5 times the employees' regular hourly rate. This rate includes pay for time worked. If an employee exceeds the maximum allowable hours for the workweek,

the employee will receive overtime pay for hours worked after reaching the maximum allowable hours instead of call-back pay. The employee may not receive both for the same hours worked.

Once an employee has been called back to work, the employee will be guaranteed a minimum of ~~two~~ three (23) hours of call-back pay even if it is less than ~~two~~ three (23) hours of work.

Ordinary travel/commute between an employee's home and work is not considered hours worked. Emergency travel time to a location other than the employee's regular place of business that requires travel of a substantial distance (more than the typical commute) is considered as hours worked. When work is completed, travel time home is not compensable.

An employee called back to work from "passive on-call" status is paid the on-call pay in addition to call-back pay.

6. Building Closure Leave. If an employee who was not on-call is called back to work an alternative schedule and is unable to work, they:

- 1) will not receive any call-back pay or call-back guarantee pay; and
- 2) will not receive building closure leave for any time missed when an alternative schedule was provided if they had worked. They may use personal/annual or compensatory time leave up to their regular schedule for the day, if the employee chooses. If an employee is called back to work outside of their regular schedule and unable to work, no leave will be provided and no leave may be taken.

Scenario 1: An employee who makes \$20.00/hour is regularly scheduled to work 2pm-10pm (\$20.00 x 8 hours =\$160.00/day). They are called at 10am to work noon to 4pm with 4 hours building closure leave. There is a building closure period in effect from 2pm to 10pm. The employee is not able to report until their regular time of 2pm and works until 4pm (2 hours). This employee would receive 0 hours of call-back pay (noon-2pm), 0 hours of call-back guarantee, 2 hours of essential personnel pay (2pm-4pm), and 4 hours of building closure leave. The employee does not receive 6 hours of building closure leave for their regular schedule because they did not work 2 hours that they were directed to work from noon-2pm.

Call-Back Pay: 0 hours

Call-Back Guarantee Pay: 0 hours

Essential Personnel Pay Premium: \$20.00 x 2 x 2 hours = \$80.00
Building Closure Leave: \$20.00 x 4 hours = \$80.00
Total Compensation: \$160.00 for 2 hours of work, 6 hours total

Scenario 2: An employee with the same regular schedule who worked noon-4pm would receive 2 hours of call-back pay at 1.5x (noon-2pm), 2 hours of essential personnel pay at 2x (2pm-4pm), and 4 hours of building closure leave at 1x (8-hour schedule minus 4 hours of work). The employee did not receive 1 hour of call-back guarantee because they received essential personnel pay for the third hour.

Call-Back Pay: \$20.00 x 1.5 x 2 hours = \$60.00
Call-Back Guarantee Pay: 0 hours
Essential Personnel Pay Premium: \$20.00 x 2 x 2 hours = \$80.00
Building Closure Leave: \$20.00 x 4 hours = \$80.00
Total Compensation: \$220.00 for 4 hours of work, 8 hours total

7. Essential Personnel Pay. If ~~essential personnel receive an employee receives additional essential personnel~~ pay due to working during a building closure period, they are not eligible for call-back pay or call-back guarantee minimum hours pay for the same hours worked.

V.VI. HOLIDAY PAY

Please refer to Policy GCC, Leave Program, for information on pay for work performed on a holiday.

VI.
VII. SHIFT DIFFERENTIALS

Non-exempt temporary and regular employees may be regularly or periodically scheduled to work evening or midnight shifts and may receive premium pay for such work. When an employee works five (5) or more hours in such a shift, the employee will receive the following percentage of their hourly rate for each hour worked in the range:

Evening: 3:00 p.m. – 12:00 a.m. Five (5%) percent of the hourly rate

Midnight: 12:00 a.m. – 9:00 a.m. Six (6%) percent of the hourly rate

Shift differential premium pay does not apply when less than five (5) hours of work are performed in the designated range. Although an employee may be regularly assigned to an evening or midnight shift, the shift premium is not paid when paid leave is taken and the employee will not be charged the premium for leave without

pay.

VIII. ~~BUILDING CLOSURES DUE TO INCLEMENT WEATHER AND/OR EMERGENCY SITUATIONS~~

Employees may be required by their supervisors to report in-person to work or telework during building closure periods designated by the Superintendent/designee. Please refer to Policy GCQC, Coverage of Schools Due to Inclement Weather and/or Emergency, for more information. Compensation will be as follows:

A. ~~Employees Required to Work~~ Essential Personnel Reporting In-Person to Work

Any non-exempt regular employee who is required by the supervisor to report in-person to work (not telework) or remain at work during building closure periods shall be deemed essential personnel and will be paid a premium equal to the employee's hourly rate for any time the employee works during the building closure period. This premium is in addition to the regular wages essential personnel earn for any time worked in accordance with this policy.

For example, if the building closure period is 6am-10am, the employee's work schedule is 8am-4pm, and the employee works 9am-4pm (no lunch break) the day of the closure as directed by the supervisor, the employee would receive one (1) hour of ~~paid~~ administrative-Building Closure Leave due to building closure (8am-9am),

one (1) hour of essential personnel additional pay due to building closure (9am- 10am), and seven (7) hours of pay for time worked (9am- 4pm).

If this employee makes \$20.00/hour, they would make:

Building Closure Leave: \$20.00 x 1 hour = \$20.00

Essential Personal Pay Premium: \$20.00 x 1 hour = \$20.00

Time Worked: \$20.00 x 7 hours = \$140.00

Total Compensation: \$180.00 for 7 hours of work, 8 hours total

A different way to calculate this is also:

Building Closure Leave: \$20.00 x 1 hour = \$20.00

Essential Personal Pay Premium: \$20.00 x 2 x 1 hour = \$40.00

Straight Time Worked: \$20.00 x 6 hours = \$120.00

Total Compensation: \$180.00 for 7 hours of work, 8 hours total

B. Telework During Building Closures

When telework is performed by non-exempt employees during building closures, these employees shall clock in/out for all work performed. All scheduled time not worked shall be deemed Building Closure Leave for that workday and will be compensated in accordance with Division policy.

B.C. Employees Not Required to Work

Any non-exempt regular employee who chooses to ~~work, including~~ telework, when not required ~~or performs work prior to the designated late start time, to report to work~~ will not receive additional pay due to a building closure, but will be compensated for time worked as straight time or overtime as applicable. All scheduled time not worked shall be deemed Building Closure Leave for that workday and will be compensated in accordance with Division policy.

Non-essential non-exempt personnel who report in to a Division school or building during a closure will be compensated for such time worked as straight time or overtime as applicable but will not receive additional pay due to the closure. Overtime guidelines outlined in this policy are also in effect.

Any non-essential personnel who reports in to a building or remains at work during a closure may be subject to disciplinary action for not adhering to safety standards. ~~Overtime standards guidelines outlined in this policy must also be adhered to~~ are also in effect. All scheduled time not worked shall be deemed Building Closure Leave for that workday and will be compensated in

~~accordance with Division policy.~~

C.D. Self-Sustaining Programs

Some self-sustaining program employees may be required to ~~report for~~report in-
person to work on a regular or modified schedule when schools and/or
departments are closed. These employees ~~will be compensated for time worked~~
~~at straight time or overtime as applicable. They are not eligible to receive~~
~~additional pay due to building closures~~ will be treated as essential personnel in
accordance with section VII.A above. Temporary employees working in self-
sustaining departments are not eligible for additional pay or leave for building
closures ~~or administrative leave for building closures.~~

IX. ~~-~~FIELD TRIPS

When an employee is away from the school due to a field trip with students as part of
his/her work duties with prior approval by the Principal/Department Head/Designee,
such time shall be compensable as time worked.

X. PROFESSIONAL LEARNING

See Policy GCLA, Professional Learning Time and Leave for more information on
compensable work time for training and learning activities.

XI. COURT APPEARANCES/HEARINGS

When employees are subpoenaed or otherwise legally required to appear before a court
or other with other local, state, or federal agency in their capacities as Division
employees, the time spent in such proceedings is compensable work time.

Employees who are involved in such proceedings (excluding employee grievance
proceedings) in their private capacity, whether such proceedings involve the Division
or not, are not permitted to treat such time as compensable work time.

Leave may be requested in accordance with Policy GCC, Leave Program.

Adopted: July 1, 1993

Amended: _____ September 13, 1993; September 12, 1994; December 8, 1997; January 14, 2010;
June 12, 2014; April 23, 2015; June 9, 2016; January 10, 2019; May 23, 2019; August 8,
2019; September 26, 2024

Reviewed: _____ July 8, 2004; September 27, 2012; August 12, 2021

Equity Review: August 12, 2021

