

ARTICLE ____: WORKING HOURS

It is the policy of the Santa Rosa County School Board where a conflict exists between any rule and the Fair Labor Standards Act, herein after referred to as FLSA, the FLSA shall prevail.

A. Definitions

1. Exempt and non-exempt employees are as defined by the Fair Labor Standards Act of 1938, as amended, and implementing regulations of the Department of Labor. While non-exempt employees are entitled overtime compensation for all hours worked over 40 in a work week, exempt employees are not so entitled.

2. Compensatory time is time off in lieu of monetary overtime compensation, at a rate of not less than one and one-half hours of compensatory time for each hour of overtime worked for non-exempt employees.

B. Work Hours of Exempt Employees

1. Exempt employees are expected to work all hours required of their positions unless absence from work is authorized under the provisions of this Agreement.

C. Work Hours of Non-Exempt Employees

1. Full-time non-exempt employees are expected to work the following hours, as scheduled, unless otherwise changed by the Board, or absence from work is authorized:

Position	Months worked per year	Hours worked per day
Teacher Assistant	10	7.5
Clerical Data Assistant At Elementary, Middle And High Schools With Less than 1100 Students	10	7.5
Clerical Data Assistant At all Other Schools	12	8.0
Secretary	12	8.0
All Other Employees	12	8.0

2. Part-time non-exempt employees are expected to work their assigned hours unless absence from work is authorized.

D. Overtime

1. Exempt employees are not entitled to overtime compensation or compensatory time as their salaries are intended to compensate exempt employees for all hours worked.

1 2. Non-exempt employees who work over 40 hours in a work week shall , at the option
2 of the Board, ~~be~~ receive either overtime wages or compensatory time for the overtime
3 worked. Compensatory time shall be exhausted by the non-exempt employee before
4 paid leave can be taken. The maximum amount of compensatory time which may be
5 awarded and accrued is 40 hours. A non-exempt employee who has accrued
6 compensatory time and requests the use of the time will be permitted to use the time
7 off within a reasonable period after making the request as long as it does not unduly
8 disrupt operations.