LOAD/SCHEDULING/HOURS OF EMPLOYMENT

The School Board designates, in accordance with law, salaried positions which that are exempt from overtime. Persons holding these positions work whatever hours are necessary in order to fulfill their assignments. Their positions are set apart from other positions by virtue of the duties, flexibility of hours, salary, benefit structure and authority with which that they entail.

In order to count Saturday, Sunday, or work during annual leave as a contract day or half-day for administrators, the work must be required by extenuating circumstances and must be approved in advance by the administrator's immediate supervisor, except in the case of an emergency.

Employees in exempt positions shall not be subject to salary deductions for absences of less than a day.

Legal Reference:

<u>UNITED STATES CODE</u> Fair Labor Standards Act 29 U.S.C. 201-216

<u>CODE OF FEDERAL REGULATIONS</u> Department of Labor Relations 29 C.F.R. Parts 511-800

Adopted 6/01
Revised 09/2019