

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 29, 2025

NUMBER: 25-099

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 4313.1
Load Scheduling Hours of
Employment; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BP 4313.1 Load Scheduling Hours of Employment and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed revisions to BP 4313.1 Load Scheduling Hours of Employment within the Personnel series.

This update includes Fair Labor Standards Act language and citations for exempt employees.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading of the proposed revisions to BP 4313.1 Load Scheduling Hours of Employment as presented and open for public comments;
2. Do not approve the first reading of the proposed revisions to BP 4313.1 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading of the proposed revisions to BP 4313.1 Load Scheduling Hours of Employment as presented and open for public comments.

BP 4313.1 MANAGEMENT AND SUPERVISORY PERSONNEL - LOAD/SCHEDULING/HOURS OF EMPLOYMENT

The School Board designates, in accordance with law, salaried positions which 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 which they entail.

Exempt designations are governed by the rules of the Fair Labor Standards Act, 29 U.S.C. 201-216 and 29 C.F.R. Part 541. Where an employee has been determined to be exempt, their exempt status should be listed on their contract.

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

Legal Reference:

UNITED STATES CODE

Fair Labor Standards Act [29 U.S.C. 201-216](#)

CODE OF FEDERAL REGULATIONS

Department of Labor Relations [29 C.F.R. Parts 511-800](#)

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District