

Scenario 5 – Required Professional Development

As a UniServ Director in Strong City you consulted with the EA President concerning the Memo received from the Associate Superintendent on a required, Diversity and Equity Training for all staff.

The local president reports that there are a number of both exempt and hourly employees who have second jobs during evening hours and they are really going to feel a financial pinch if they are required to attend these trainings.

These trainings have been approved by the school board and are considered to be extremely important to them. They have established an Advisory Council to provide input on this program. Because of this, the Associate Superintendent has informed all Principals to require that all individual and team planning time for the next six weeks to ALSO be ONLY about the Diversity and Equity training materials.

This has caused some confusion among the exempt staff, especially those whose work is entirely non-instructional in focus. They are unclear as to what and when they are actually supposed to do with the materials.

Memo

To: Strong City Education Association
From: Associate Superintendent
CC: Strong City Board of Education
Date: 08/26/21
Re: Required Diversity and Equity Training

Beginning on September 13, 2021 and lasting until October 15, every staff person in the district is required to participate in district-wide Diversity and Equity Training. The training will occur on Monday and Thursday evenings from 6:30 pm to 8:00 pm in an online format. As such, no staff will be able to use personal leave or vacation leave on Mondays and Thursdays, and must be present for the entire training.

The Strong City Board has committed \$1,250,000.00 for the purpose of creating and maintaining this important program.

The School Board is asking the Strong City Education Association to collaborate with us on designing, developing, and implementing this program throughout the district. We have assigned an administrator to work on the Equity and Diversity Advisory Council with three employees that the District has already identified.

We look forward to a most successful program this year.

WORKDAY

The arrival and departure times of all employees shall be designated by the Superintendent of Schools who has the authority to set the length of the school day and to require more than the minimum time specified by law. Professional judgment would indicate that teachers should be present while children are at school before and after regular hours. The school site offers maximum efficiency for planning, preparation, and evaluation.

Unless otherwise indicated in the contract or agreement of employment, the workday of full-time school personnel shall in general be eight hours in length, Monday through Friday. However, the days and hours an employee shall fulfill the job requirements may vary with the position of the employee.

Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, and extracurricular activities, may require hours beyond the stated minimum.

SOURCE:	Jackson Public School District, Jackson, Mississippi	DATE:
	October 16, 1978	
AMENDED:	July 16, 1990	
	August 16, 1993	
	August 3, 2021	
REVIEWED:	May 24, 2006	
	December 6, 2016	
	July 20, 2021	

OVERTIME AND COMPENSATORY PAY FOR EMPLOYEES

PURPOSE

The purpose of this policy is to ensure the Jackson Public School District's compliance with the minimum wage, overtime pay, compensatory pay, and record keeping requirements of the Fair Labor Standards Act (FLSA) of the United States. The FLSA requires that overtime must be paid to non-exempt employees either in the form of monetary compensation or compensatory time at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of 40 hours per week.

EXEMPT EMPLOYEES

Certain employees are exempt from coverage under the FLSA, and are not subject to compensation for overtime work. Those exempt employees include executive, administrative, and professional employees. Examples include certified professional employees such as teachers, counselors, supervisors, and administrators. Classified administrators are also exempt and include the chief financial officer, director of finance, director of transportation, coordinator of pupil placement, coordinator of instructional TV, director of maintenance, network administrator, coordinator of construction, and security director. Supervisors who are unsure if an employee is exempt from coverage shall consult with the district's legal counsel for a legal opinion.

COVERED EMPLOYEES

All employees in the job classifications listed below are non-exempt employees and are therefore covered under the FLSA:

Secretaries	Custodians
Bookkeepers	Receptionists
Fingerprint Technician	Transportation Specialists
Clerks	Assistant Teachers
Vehicle Servicemen	Plumbers
Bus Drivers	Security Guards
Delivery Men	Food Service Workers
Maintenance Personnel	Graphic Arts Specialists
Carpenters	Painters
Procurement Specialists	Data Entry Operators

EMPLOYMENT RELATIONSHIPS

An employment relationship is not created between student teachers or students and this school district due to the circumstances surrounding their activities.

An employment relationship is not created between this school district and individuals who volunteer or donate their services to the school district as a public service without contemplation of pay.

The hiring of off-duty policemen or deputies on a part-time basis by the school district for crowd control or for security purposes does not create a joint employment relationship between this school district and the city or county. This school district is separate and distinct and acts entirely independent of other governmental entities.

HOURS WORKED

The workweek for the Jackson Public School District begins on Sunday and ends on Saturday. Each employee subject to the FLSA shall be paid in accordance for all hours worked. Compensable time includes all time that an employee is required to be on duty. Meal periods which are 30 minutes or more should not be interrupted.

Hours worked shall be accurately recorded by each employee on the monthly or weekly time sheet in the form which is provided by the district. Employees using monthly time sheets shall furnish all information requested and shall record the exact time of arrival and departure from work. Employees are expected to arrive and depart at or about the time specified by the district unless requested to work overtime by his or her immediate supervisor. All overtime shall be recorded by each employee on the time sheet or time card.

BREAKS AND MEAL PERIODS

Although not required by the FLSA, employees should be allowed breaks of no more than 15 minutes when appropriate. The time of day for breaks and their length shall be determined by each employee's immediate supervisor. Generally, full-time employees receive a morning and afternoon break. Part-time employees receive breaks as deemed appropriate by the immediate supervisor who takes into consideration the length of daily employment.

Meal periods in which employees are not relieved of duty are compensable. Those employees with bona fide meal periods shall be completely relieved of duty for the purpose of eating a regular meal and shall be free to leave the worksite during this period. Employees having bona fide meal periods may eat in a school cafeteria or in a break area at a worksite, however, the employee shall not engage in any work for the school district during this period except for a rare and infrequent emergency.

BASIC MONETARY REQUIREMENTS

All employees subject to FLSA shall be paid not less than the current minimum wage.

OVERTIME PAY

All employees subject to FLSA shall be paid not less than one and one-half times his or her regular rate of pay for all hours worked over 40 in a workweek. Overtime pay due an employee shall be computed on the basis of the hours worked in each workweek and the overtime compensation earned by an employee shall be paid on the next regular payday for the workweek in which the overtime was worked. Overtime or compensatory pay may not be waived by an agreement between employer and employees.

The granting of compensatory time off in lieu of paying proper overtime pay is permitted provided compensatory time is awarded on a one and one half time basis for each hour of overtime worked. The supervisor and employee must have a written agreement or understanding that the employee will receive compensatory time before the work is performed. It shall be the policy and practice of the board of trustees to grant compensatory time instead of overtime whenever possible. The employee may accumulate a maximum of 240 compensatory time hours. The employee must take the comp time when it is agreeable with the supervisor; however, the supervisor's consent should not be unreasonably withheld.

REGULAR RATE OF PAY

Any overtime pay will be based on the employee's regular rate which will include all remuneration for employment. For those employees paid a simple hourly rate the overtime will be based on that hourly rate. For those employees paid on a salary basis, the monthly salary will be reduced to its hourly rate equivalent. Employees shall be paid for each and every hour worked.

AUTHORIZATION FOR OVERTIME WORK REQUIRED

Each district employee responsible for the supervision of employees subject to the FLSA shall, prior to permitting any overtime work, receive authorization from the superintendent or her designee.

RECORDKEEPING

The superintendent shall require all records on wages, hours, and other items listed in the record keeping regulations (29 CFR Part 615) to be kept by the business office for the time specified by the Act.

The superintendent or her designee shall secure a sufficient quantity of the minimum wage posters. One poster shall be displayed in each district work site.

ENFORCEMENT

District employees shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site for the following reasons:

1. to investigate and gather data concerning wages, hours, and other employment practices;
2. to enter and inspect any school district premises and records;

3. to question employees to determine whether any person has violated any provision of the FSLA.

Employers who have willfully violated this law may face criminal penalties, including fines and imprisonment. The term "willful" is defined by the U.S. Department of Labor as "knew or should have known".

District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the school district. Any disciplinary action taken by the school district will be in addition to any relief granted an employee by the U.S. Department of Labor or a court of law.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: August 20, 1979

AMENDED: July 16, 1990

September 18, 1995

September 18, 2000

PROFESSIONAL DEVELOPMENT

Overview and Purpose

The Jackson Public School District is focused on increasing student achievement through quality professional development. The purpose of professional development is to ensure that every educator engages in effective professional learning every day so every student achieves. The District's professional development program is tailored to prescribe professional learning and training based on employee feedback from needs assessment surveys in addition to other collected data. Teachers will have opportunities to improve instructional practices and receive support in the areas identified by them. Every employee will have professional learning opportunities designed to increase their knowledge and job performance skills based on their self-identified needs. Because the Jackson Public School District believes that a collaborative approach is essential to developing and maintaining a successful educational system, all employees are required to participate in the professional development program.

In accordance with Mississippi Public School Accountability Standards of 2016 (Standard 15), the Jackson Public School District hereby ensures that it will implement a professional development program aligned with Learning Forward Standards for Professional Learning as required by the Mississippi Department of Education. Research-based standards establish the framework for professional learning that promotes employee growth and improves student outcomes; therefore, the Jackson Public District acknowledges that "increasing the effectiveness of professional learning is the leverage point with the greatest potential for strengthening and refining the day-to-day performance of educators" as stated by Learning Forward.

Section I: DEFINITION OF PROFESSIONAL DEVELOPMENT

The *Mississippi Public School Accountability Standards of 2016* defines professional development as the growth-promoting learning process that empowers stakeholders (teachers, administrators, staff, and other school personnel) to improve the educational organization.

Section II: GOALS OF PROFESSIONAL DEVELOPMENT

The goals of implementing the *Standards for Professional Learning* are to outline the characteristics of professional learning that lead to the following:

1. effective teaching practices;
2. supportive leadership;
3. improved student results.

Although improved student learning is the ultimate goal of professional development in the Jackson Public School District, it is essential to note the additional benefits of quality professional development:

- Improved job satisfaction
- Improved teacher recruitment and retention
- Increased knowledge of innovation teaching and learning practices

- Improved data-driven decision-making

Section III: Professional Development Model

Jackson Public School District has adopted Learning Forward's *Standards for Professional Learning* as the foundation for its Professional Development Model. These Standards define the attributes and essential components of effective professional learning; in turn, effective professional learning leads to effective teaching practices, supportive leadership, and improved student results. The seven standards of Learning Forward focus attention on the following components:

1. Learning Communities - Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.
2. Leadership - Professional learning that increases educator effectiveness and results for all students requires skillful leaders who develop capacity, advocate, and create support systems for professional learning.
3. Resources- Professional learning that increases educator effectiveness and results for all students requires prioritizing, monitoring, and coordinating resources for educator learning.
4. Data - Professional learning that increases educator effectiveness and results for all students uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning.
5. Learning Designs - Professional learning that increases educator effectiveness and results for all students integrates theories, research, and models of human learning to achieve its intended outcomes.
6. Implementation - Professional learning that increases educator effectiveness and results for all students applies research on change and sustains support for implementation of professional learning for long term change.
7. Outcomes - Professional learning that increases educator effectiveness and results for all students aligns its outcomes with educator performance and student curriculum standards.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Miss. Code Ann. §37-17-8; Mississippi Department of Education State Board Policy 4500; Mississippi Public School Accountability Standards 2 and 15

DATE: February 18, 1980

AMENDED: June 20, 1993
 July 21, 1986
 January 18, 1988
 July 16, 1990
 June 17, 1991
 May 18, 1992
 June 19, 1995
 August 18, 1997
 November 16, 1998
 May 16, 2005

May 20, 2014
December 6, 2016
October 3, 2017

STAFF MEETINGS

Faculty meetings are regularly scheduled. Attendance at these and called meetings is required unless excused by the principal. Advance notice of faculty meetings will be given except in case of an emergency.

SOURCE: Jackson Public School District, Jackson, Mississippi;
Mississippi Accountability Standard No. 9
DATE: October 16, 1978
AMENDED: July 16, 1990
REVIEWED: June 9, 2006
December 6, 2016

ADVISORY COUNCILS

The superintendent shall solicit ideas and opinions from certified and classified staff, business leaders, consultants, the chamber of commerce and other advisory groups as needed to insure the successful and efficient administration of the Jackson Public School District.

SOURCE:	Jackson Public School District, Jackson, Mississippi
DATE:	October 16, 1978
AMENDED:	July 21, 1986
	July 16, 1990
REVIEWED:	May 26, 2006
	December 6, 2016

PERSONAL LEAVE

Section I: LESS THAN FIFTEEN YEARS OF EMPLOYMENT

Full pay shall be allowed an employee while absent from duty for personal business for the amount of days set forth in the chart outlined in the appendix to this policy.

Personal leave shall be accrued monthly in accordance with the annual amounts included in the chart outlined in the appendix to this policy.

These days shall be in addition to the days allowed for medical leave and shall be cumulative.

Section II: ALL EMPLOYEES

Under no circumstances shall an employee who is eligible for vacation leave receive more than the maximum amount of vacation or personal leave allowable under Miss. Code Ann. §25-3-93. A maximum of five days of personal leave may be carried over from one year to the next.

Except in emergency situations, employees shall request leave for personal reasons twenty-four (24) hours in advance of such leave.

Personal leave requests shall not be made for any day immediately preceding or following a holiday or during the first or last day of the school term. However, if an employee's immediate family member is being deployed for military service on those days, the employee may take personal leave.

Any request for personal leave, except in emergencies and deployment to military service, may be denied by the supervising officer if there is reason to believe such leave would disrupt the school or the department program.

SOURCE: Senate Bill 2247, 2005 Legislative Session, Miss. Code Ann. §37-7-307;
Jackson Public School District, Jackson, Mississippi

DATE: August 20, 1979

AMENDED: January 24, 1983, Effective July 19, 1983
May 20, 1985, Effective July 1, 1984
August 24, 1988
July 16, 1990
June 13, 1994
September 16, 1996
January 21, 2003
June 20, 2005

REVIEWED: December 6, 2016

PROFESSIONAL DEVELOPMENT ADMINISTRATIVE PROCEDURES

Section I: PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR CERTIFIED AND CLASSIFIED EMPLOYEES

A. Each school year, classified employees are required to earn a minimum of twenty (20) professional development (PD) hours/credits designated by their division supervisor. Employees may earn additional hours/credits from other professional growth activities and are encouraged to do so.

B. Each school year, certified employees holding bachelor degrees are required to earn a minimum of 52 professional development hours/credits. Certified employees (including building level administrators) holding masters, specialists, or doctorate degrees are required to earn a minimum of 42 professional development hours/credits. Completion of the number of hours/credits required can be achieved through participation in:

B -1: Building level PD days 12 hours

District level PD

B -2: District level PD 12 hours
(online, distance learning, job-alike groups, New Teacher Induction, etc.)

B -3: Building level offerings 8 hours
(data review meetings, team meetings, professional learning communities (PLCs), etc.)

B -4: Other PD (conference attendee, PD presenter, graduate courses, etc.):

- Employees holding bachelor degrees 20 hours
- Employees holding master degrees and above 10 hours

C. Professional development is defined as any professional growth training for certified and/or classified staff. The activity must have significant intellectual or practical content and its primary objective must be to increase the participant's professional competence as an employee. The activity must deal primarily with matters related to the practice of professional responsibility or ethical obligations of the staff.

D. The number of hours required means that the certified individual must actually complete or attend 52 (for those holding bachelor degrees) or 42 (for those holding master degrees and above) instructional hours of professional development activities per year; hours submitted for credit must exclude introductory remarks, meal breaks, or business meetings. Actual hours attended by classified staff will vary depending on job category.

E. An instructional hour will, in all events, consist of a minimum of 60 minutes.

F. Professional development credits may accrue through participation in professional learning activities offered by the school district.

G. The 32 hours/credits may be earned through participation in school and/or district

level activities during the contractual period.

- H. Credits in B-4 are earned by the staff person at his/her discretion – evenings, summers, and/or Saturdays.
- I. All coaches and other employees must be trained in CPR and have the CPR certification updated annually as mandated by district policy *JDL*.
- J. The certified employee who earns the most credits (district wide) in category B-4 will receive a \$100.00 certificate for resource materials. If there is a tie, a name will be drawn by the Office of Professional Development.
- K. The classified employee who earns the most credits (district wide) will receive a comparable appropriate incentive. If there is a tie, a name will be drawn by the Office of Professional Development.
- L. Any employee who does not earn the required number of professional development hours will be in violation of district policy which could adversely affect his/her evaluation and/or the Reduction in Force procedures (*Procedures GBED*).

SOURCE: JACKSON PUBLIC SCHOOL DISTRICT

DATE: August 1995

AMENDED: May 16, 2005
October 3, 2017

EMPLOYEE GRIEVANCE AND COMPLAINT PROCEDURES

SECTION I: ADMINISTRATION

Administration of this complaint procedure shall be the responsibility of the Office of Human Resources.

SECTION II: DEFINITIONS

The following definitions shall apply in this complaint procedure:

1. The “administrative management team” includes all executive directors, deputy superintendents, assistant superintendents, and others designated by the Superintendent.
2. A “complaint” is a general expression of dissatisfaction/concern with an employment-related issue.
3. A “complainant” is any full-time employee filing a complaint.
4. The “complaint form” is the approved documentation on which a complaint may be filed.
5. The term “day” shall mean working school days and shall not include weekends, holidays, and vacation days.
6. A “full-time employee” is any person employed on a regular basis and working the number of hours designated as full-time for that position.
7. A “grievance” is a written claim by an employee of an alleged violation and/or inconsistent application of a written District policy/standardized practices or federal/state law.
8. The “reviewing committee” are the individuals responsible for rendering a decision at Step Two of these complaint procedures.
9. Retaliation is an adverse action taken as a result of an employee filing a complaint or grievance.

SECTION III: PROCEDURES

STEP ONE

All complaints or grievances as defined above must be presented to the employee’s immediate supervisor within ten (10) days from the time the complaint becomes known. The complainant will present his/her complaint, in writing, by completing a “Step One Complaint Form” and providing it to his/her immediate supervisor to resolve the matter informally and without further action.

The immediate supervisor shall provide a written response to the complaint within fifteen (15) days after the receipt of the written complaint form.

In cases where the “immediate supervisor” is the subject of the complaint, employees shall submit their initial report to the next-level supervisor.

STEP TWO

If the complaint or grievance is not resolved at the Step One level, the employee may, within five (5) days of receipt of the immediate supervisor’s written response, submit the “Step Two Complaint Form” to the Office of Human Resources. The Executive Director of Human Resources shall chair a committee

consisting of members of the administrative team within 10 days of the receipt of the “Step Two Complaint Form”.

All other administrators in line of authority will be consulted as necessary. The committee will initially determine whether the complaint on its face merits further consideration. If this determination is negative, the committee shall respond to the complainant in writing with statements that support its decision. Otherwise, the committee will proceed as it deems necessary to obtain sufficient information with which to reach a decision.

The committee will prepare a written summary of all relevant facts, being careful to state such facts fairly and objectively. The committee will then express its findings and conclusions. The summary of facts, findings, and conclusions will then provide the basis for subsequent review in the event of a further appeal by a complainant.

STEP THREE

Within five (5) days of receipt of the response of Step Two, the complainant may appeal this decision by submitting the “Step Three Complaint Form” to the Office of the General Counsel who serves as the designee for the superintendent of schools.

The superintendent’s designee will review the written summary of the Step Two reviewing committee within ten (10) days of receipt of the Step Two appeal and render a written decision within fifteen (15) days following the review.

SECTION IV: COMPLAINT PROCEDURE FORM DISTRIBUTION

STEP ONE

1. Complainant retains original copy of the written complaint and gives a copy to his immediate supervisor and immediate supervisor’s supervisor

After Written Decision

1. Copy to the complainant
2. Copy to Office of Human Resources
3. Copy retained by immediate supervisor and the immediate supervisor’s supervisor

STEP TWO

1. Complainant retains original copy of written appeal After Review and Written Decision
2. Copy to the complainant
3. Copy to Step 1 immediate supervisor and the immediate supervisor’s supervisor
4. Copy retained in Office of Human Resources

STEP THREE

1. Complainant retains original copy of the written appeal

After Written Decision

1. Copy to the complainant
2. Copy to Step 1 immediate supervisor and the immediate supervisor’s supervisor
3. Copy to Office of Human Resources

4. Copy retained by superintendent's designee

SECTION V: ADDITIONAL CONSIDERATIONS

1. The District reserves the right to extend the stated time limits, when necessary, at any step in this complaint procedure.
2. Information collected during Step Two proceedings is confidential and does not become part of the employee's official personnel file. A copy of documents, communications, and records related to the processing of a complaint will be placed in a separate file that is maintained by the Office of Human Resources.
3. A complainant's failure to proceed from one step of the procedure to the next within the set time limits shall be deemed acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint.
4. The failure of the reviewing officers to communicate their decision to the complainant within the time limits shall permit the complainant to proceed to the next step.
5. If more than one employee in the same department, school, or office has a similar complaint that has individually been discussed as provided in Step One, the complaints may be consolidated and heard by the Step Two reviewing committee.
6. Complaints filed that have been resolved within the three (3) previous years through the complaint procedure shall be invalid. The Office of Human Resources shall provide the complainant a statement of the ruling involving the same subject matter.
7. A complainant's failure to file the complaint in writing on the appropriate form as specified in each step shall mean the complaint is waived.
8. The Step Two reviewing committee may determine whether facts in support of the complaints should be presented in writing or orally by persons having information regarding a specific complaint or by any combination of these methods. Representation of a complainant by other individuals shall not be permitted.
9. The filing of a complaint shall in no way interfere with the right of the administration or board to continue its management responsibilities subject to the final decision of the complaint. The action or condition which is the subject matter of the complaint shall remain in effect pending final resolution.
10. The complainants may withdraw their complaint at any step without prejudice. However, they shall not be permitted to re-file that same complaint once withdrawn.
11. Retaliation against any employee for filing a complaint or for participation in any way in this procedure is prohibited.
12. A complainant's failure to attend a step review without legitimate cause constitutes acceptance of the decision previously rendered and waiver of any future appeal concerning that complaint.

GAE/CB – Employee Grievance and Complaint Procedures

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

REVIEWED: July 20, 2021

AMENDED: August 3, 2021

Excerpts from Employee Handbook

I. WORKING HOURS AND ATTENDANCE

Working Hours

The working time per week for full-time employees shall not exceed forty (40) hours with special provisions made in departments that require additional hours to meet existing conditions or emergencies.

POSITION	TIME IN	TIME OUT	NOTE
OFFICE MANAGERS (HIGH SCHOOL)	7:30	4:30	1 HOUR LUNCH
OFFICE MANAGERS (MIDDLE SCHOOL)	7:15	4:15	1 HOUR LUNCH
OFFICE MANAGERS (ELEM. SCHOOL)	7:00	4:00	1 HOUR LUNCH
OFFICE ASSISTANTS (HIGH)	8:00	4:30	30 MINUTE LUNCH
OFFICE ASSISTANTS (MIDDLE)	7:30	4:00	30 MINUTE LUNCH
OFFICE ASSISTANTS (ELEM.)	7:00	3:30	30 MINUTE LUNCH
TEACHER ASSISTANTS (HIGH)	8:00	4:00	ON DUTY LUNCH
TEACHER ASSISTANTS (MIDDLE)	7:30	3:30	ON DUTY LUNCH
TEACHER ASSISTANTS (ELEM.)	7:00	3:00	ON DUTY LUNCH
CLASSIFIED ISS TEACHER (HIGH)	8:00	4:00	ON DUTY LUNCH
CLASSIFIED ISS TEACHER (MIDDLE)	7:30	3:30	ON DUTY LUNCH
ACADEMIC TUTORS (HIGH)	8:00	4:00	ON DUTY LUNCH
ACADEMIC TUTORS (MIDDLE)	7:30	3:30	ON DUTY LUNCH
ACADEMIC TUTORS (ELEMENTARY)	7:00	3:00	ON DUTY LUNCH
CERTIFIED TEACHERS (HIGH)	7:50	4:15	ON DUTY LUNCH
CERTIFIED TEACHERS (MIDDLE)	7:20	3:35	ON DUTY LUNCH
CERTIFIED TEACHERS (ELEMENTARY)	7:25	3:25	ON DUTY LUNCH

Normal District Work Site Hours: 8:00 AM to 5:00 PM (1 hour lunch break)

Special District Work Site Hours: 7:30 AM to 4:30 PM (1 hour lunch break)

NOTE: The hours during which the offices and departments shall be open for business shall be determined by the superintendent or his designee.

ATTENDANCE

Employees shall be at their post of duty in accordance with the time regulations set forth by the supervisor and approved by the superintendent or his designee. All departments and schools shall maintain attendance records showing the hours worked by employees. Each employee is responsible for completion of his own attendance document.

J. OVERTIME AND COMPENSATORY PAY FOR EMPLOYEES (REFER TO POLICY GADB)

Classified non-exempt employees who work more than 40 hours will be subject to overtime. A classified non-exempt employee may opt to receive COMPENSATORY TIME. If they do, they must sign an **AGREEMENT TO WORK OVERTIME FORM**. This form must be agreed upon and signed by the employee and supervisor prior to the employee working past the normal work hours.

The purpose of the overtime and compensatory policy is to ensure the Strong City Public School District's compliance with the minimum wage, overtime pay, compensatory pay, and record keeping requirements of the Fair Labor Standards Act (FLSA) of the United States. The FLSA requires that overtime must be paid to non-exempt employees either in the form of monetary compensation or compensatory time at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of 40 hours per week.

EXEMPT EMPLOYEES

Certain employees are exempt from coverage under the FLSA, and are not subject to compensation for overtime work. Those exempt employees include executive, administrative, and professional employees. Examples include certified professional employees such as teachers, counselors, supervisors, and administrators. Classified administrators are also exempt and include the chief financial officer, executive director of finance, executive director of transportation, coordinator of instructional TV, director of maintenance, network administrator, director of construction, and executive director of campus enforcement. Supervisors who are unsure if an employee is exempt from coverage shall consult with the district's legal counsel for a legal opinion.

NON-EXEMPT EMPLOYEES

All employees in the job classifications listed below are non-exempt employees and are covered under the FLSA:

Secretaries, Custodians, Bookkeepers, Receptionists, Fingerprint Technician, Transportation, Specialists, Clerks, Assistant Teachers, Vehicle Servicemen, Plumbers, Bus Drivers, Safety Officers, Deliveryman, Food Service Workers, Maintenance, Personnel, Graphic Arts Specialists, Carpenters, Painters, Procurement Specialists, and Data Entry Operators

HOURS WORKED

The workweek for the Strong City Public School District begins on Sunday and ends on Saturday. Each employee subject to the FLSA shall be paid in accordance for all hours worked. Compensable time includes all time that an employee is required to be on duty. Meal periods, which are 30 minutes or more, should not be interrupted. Hours worked shall be accurately recorded by each employee on the monthly or weekly time sheet in the form which is provided by the district. Employees using monthly time sheets shall furnish all information requested and shall record the exact time of arrival and departure from work. Employees are expected to arrive and depart at or about the time specified by the district unless requested to work overtime by his or her immediate supervisor. All overtime shall be recorded by each employee on the time sheet or time card.

BREAKS AND MEAL PERIODS

Although **not required by the FLSA**, employees may be allowed breaks of no more than 15 minutes when appropriate and if deemed necessary by the supervisor. The time of day for breaks and their length shall be determined by each employee's immediate supervisor. Generally, full-time employees receive a morning and afternoon break. Part-time employees receive breaks as deemed appropriate by the immediate supervisor who takes into consideration the length of daily employment. Meal periods in which employees are not relieved of duty are compensable. Those employees with bona fide meal periods shall be completely relieved of duty for the purpose of eating a regular meal and shall be free to leave the worksite during this period. Employees having

bona fide meal periods may eat in a school cafeteria or in a break area at a worksite, however, the employee shall not engage in any work for the school district during this period except for a rare and infrequent emergency.

OVERTIME PAY

All employees subject to FLSA shall be paid not less than one and one-half times his or her regular rate of pay for all hours worked over 40 in a workweek. Overtime pay due an employee shall be computed on the basis of the hours worked in each workweek and the overtime compensation earned by an employee shall be paid on the next regular payday for the workweek in which the overtime was worked. **Overtime or compensatory pay may not be waived by an agreement between employer and employees.** The granting of compensatory time off in lieu of paying proper overtime pay is permitted provided compensatory time is awarded on a one and one half time basis for each hour of overtime worked. **The supervisor and employee must have a written agreement or understanding that the employee will receive compensatory time before the work is performed.**

It shall be the policy and practice of the Board of Trustees to grant compensatory time instead of overtime whenever possible. The employee may accumulate a maximum of 240 compensatory time hours. **The employee must take the comp time when it is agreeable with the supervisor;** however, the supervisor's consent should not be unreasonably withheld.

REGULAR RATE OF PAY

Any overtime pay will be based on the employee's regular rate which will include all remuneration for employment. For those employees paid a simple hourly rate, the overtime will be based on that hourly rate. For those employees paid on a salary basis, the monthly salary will be reduced to its hourly rate equivalent. Employees shall be paid for each and every hour worked.

AUTHORIZATION FOR OVERTIME WORK REQUIRED

Each district supervisor responsible for the supervision of employees subject to the FLSA shall, prior to permitting any overtime work, receive authorization from the superintendent or his/her designee.

RECORDKEEPING

The superintendent shall require all records on wages, hours, and other items listed in the record keeping regulations (29 CFR Part 615) to be kept by the Business office for the time specified by the Act. The superintendent or his/her designee shall secure a sufficient quantity of the minimum wage posters. One poster shall be displayed in each district work site.

ENFORCEMENT

District employees shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site for the following reasons: 1. to investigate and gather data concerning wages, hours, and other employment practices; 2. to enter and inspect any school district premises and records; 3. to question employees to determine whether any person has violated any provision of the FLSA. Employers who have willfully violated this law may face criminal penalties, including fines and imprisonment. The term "willful" is defined by the U.S. Department of Labor as "knew or should have known." District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the school district. Any disciplinary action taken by the school district will be in addition to any relief granted an employee by the U.S. Department of Labor or a court of law.

Q. MISCELLANEOUS

Rest Periods and Planning Periods

Classified employees are allowed a rest period if their regular daily schedule calls for four (4) hours or more of continuous work. Rest periods are subject to certain restrictions.

1. No rest period is to be taken during the first hour of the shift.
2. No rest period shall exceed 15 minutes.

Time not used for rest periods cannot be substituted for time off from a regular workday or at the beginning or end of a vacation or leave day.

Rest periods are a privilege which may be withdrawn and which should be withdrawn if abused. Rest periods should never interfere with proper performance of work responsibilities.

Certified employees are allowed a planning or personal period sometime during the day.

Abnormal Weather Conditions

Information and directions will be given to school personnel when schools are closed because of abnormal weather conditions (excluding tornadoes).

Notices to school personnel and to the community as to the decision to suspend operation of schools for a day or a part of a day because of severe weather conditions will be based on the latest information provided by the National Weather Service, Hinds County Emergency Operations Center, Strong City Police Department, and Mississippi Highway Patrol.

Before School Begins

After approval by the superintendent, the designee of the superintendent will notify by 5:00 a.m. the Strong City-Hinds County Emergency Operations Center and local media when school operation is to be suspended for the day. The notification will include the reason for the suspension of school operation.

If street conditions will permit, all administrative and supervisory staff, food service managers, and head custodians shall report to their respective assigned locations and perform such duties as needed to secure the facilities. Other employees assigned to schools and bus drivers are not required to report for work. Situations arising because of abnormal conditions adversely affecting school properties that cannot be dealt with by school staff are to be referred to the office of the director of facilities. If street conditions will permit, all other school employees not assigned to a school, central office and maintenance personnel are to report as promptly as possible to their usual post.

For payroll purposes, all personnel shall be recorded as absent for the entire day and shall be paid in full for the day's absence. Should it become necessary to make up day(s) lost in order to maintain accreditation requirements, all employees will be expected to work on the make up day(s) without additional compensation.

While School Is in Session

In the event a school day is to be shortened, all school administrators and supervisors will be notified and the community will be notified as stated in the “Before School Begins” section as to the dismissal time for students. Certified and classified/certified personnel assigned to a school shall be dismissed once the early release directive is issued.

For payroll purposes, all personnel shall be considered as having worked a full day and shall be so recorded on the payroll.

R. PROFESSIONAL DEVELOPMENT - (REFER TO POLICY GBF)

Section I: Definition of Professional Development

The Mississippi Public School Accountability Standards of 2016 defines professional development as the growth-promoting learning process that empowers stakeholders (teachers, administrators, staff, and other school personnel) to improve the educational organization.

Section II: Goals of Professional Development

The goals of implementing the Standards for Professional Learning are to outline the characteristics of professional learning that lead to the following:

1. effective teaching practices;
2. supportive leadership;
3. improved student results.

Although improved student learning is the ultimate goal of professional development in the Strong City Public School District, it is essential to note the additional benefits of quality professional development:

- Improved job satisfaction
- Improved teacher recruitment and retention
- Increased knowledge of innovation teaching and learning practices
- Improved data-driven decision-making

Section III: Professional Development Model

The Strong City Public School District has adopted Learning Forward’s Standards for Professional Learning as the foundation for its Professional Development Model. These standards define the attributes and essential components of effective professional learning; in turn, effective professional learning leads to effective teaching practices, supportive leadership, and improved student results. The Seven Standards of Learning Forward focus attention on the following components:

1. Learning Communities - Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.
2. Leadership - Professional learning that increases educator effectiveness and results for all students requires skillful leaders who develop capacity, advocate, and create support systems for professional learning.
3. Resources- Professional learning that increases educator effectiveness and results for all students requires prioritizing, monitoring, and coordinating resources for educator learning.