

1.0 POLICY:

The Board assigns to the superintendent the responsibility of making staff time schedules for all employees. The superintendent shall make known the work hours of the different classes of employees.

The Board will cooperate and will comply fully with the Fair Labor Standards Act and the relevant laws and regulations. Employees will be informed of the Act with proper posting.

Exceptions or changes to the schedule or work hours of an employee or employees may be granted by the superintendent if it is in the best interest of the district and is in compliance with the Fair Labor Standards Act and relevant laws and regulations.

2.0 CROSS REFERENCE: N/A

3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08-Oct-84	A	Adopted
13-Jan-86	B	Revised
11-Oct-93	C	Revised
08-May-95		Reviewed
22-Sep-03	D	Reformatted
15-Dec-03	E	Legal references reviewed and revised as necessary
22-Nov-04	F	Revised; posted for adoption
07-May-13	G	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework

***** End of Policy *****