



Administrative Guidelines

Department: Human Resources

Policy: GCRD

Topic: Fair Labor Standards Act (FLSA)

Revised: July 2019

PROCEDURE

Building-level Principals and Central Office Administrators are responsible for Fair Labor Standards Act compliance at their school. The Human Resource Director will provide principals and/or administrators with system-approved time-sheet forms and provide written and verbal guidance on what to do to insure compliance, but the responsibility resides solely with the principal and/or administrators to maintain FLSA compliance at their school.

HR will provide an annual FLSA compliance update for all administrators during the Summer system-wide administrative meetings.

General Requirements of Principals and Central Office Administrators:

1. Detailed and accurate time-sheets must be maintained and kept on file, on-site at the school/department location for a minimum of three (3) years. After three years, old time sheets are to be sent to HR for appropriate disposal.
2. Supervisors must be vigilant in keeping detailed and accurate time-sheets.
3. Principals or supervisors who knowingly sign-off on inaccurate time-sheets shall be in violation of federal regulations, School Board policy and Georgia Code of Ethics requirements.
4. Principals/Supervisors must know, track and report all hours worked by employees who are "dually" employed. A dually employed person is a nonexempt employee who, for example, may work in a school office as secretary or clerk for a forty-hour work week and then work after normal business hours as a ticket-taker for athletic games. Other examples include custodians who may also drive a school bus. Another example is a paraprofessional who works in the before-school/after-school program. The combinations are numerous.

Periodically, HR will come to a school or department and conduct an on-site compliance review of the time-sheets. A compliance report will be made to the principal/department supervisor and to the Superintendent.

Paid Overtime, Compensatory Time and Straight Time

Overtime

- a) **Definition:** Any time worked in excess of 40 hours in a given workweek.
- b) **Rules for Approval:** All overtime work must be pre-approved by the Superintendent or his/her designee.
- c) **Compensation Rules:**
 - i. In accordance to FLSA laws, employees who are non-exempt who work more than forty hours in a given workweek will receive compensation at the rate of one and one-half times their applicable hourly wage or, in accordance with federal law.
 - ii. MCS follows overtime stipulations outlined in the “Compensatory Pay Agreement.” The Compensatory Pay Agreement is shared with and signed by non-exempt employees of MCS annually, and provides for hour for hour of compensatory time if “flexing” work time the week of, or 1.5:1:0 hour of overtime worked for pre-approved overtime hours worked in excess of 40 in a given workweek.

Compensatory Time:

Compensatory time must conform to the requirements in School Board Policy [GCRD](#). If approved by the superintendent or his/her designee, compensatory time must be awarded at a rate of 1.5 hours per hour of overtime worked and must be taken no later than the end of the pay period following the one in which the time was earned.

Straight Time:

Time worked in excess of the regular work day (**up to 40 hours per week**) may be compensated with Straight Time (ST) leave (Hour for Hour) during the same work week. **Straight Time must be taken within the same workweek.** Principals and department administrators have authorization to approve Straight Time.

Example: You need non-exempt “Employee A” to work a PTA event on Friday night for three hours. As the supervisor, you may assign “Employee A” to leave

work on Monday at 2:00pm (instead of 5:00p.m.) and use that 3 hours to work on Friday night until 8 p.m.

The seven-day work week begins Monday (12:01a.m.) and ends Sunday (12:00 midnight).