

IVY PREPARATORY ACADEMY

Board Policy

WORKING HOURS, PAY PROCESSES & OTHER OFFICE POLICIES

Working Hours

It is the policy of Ivy Prep Academy to establish the time and duration of working hours as required by workload. The school's normal workweek is Sunday through Saturday, beginning and ending at midnight on Sunday and consisting of a forty-hour workweek. The school's hours of operation are from 7:30 a.m. (Eastern Time) to 4:00 p.m. (Eastern Time) Monday through Friday. All instructional staff should be present from 7:30 a.m. to 3:30 p.m., which is designated as "core time." Non-Exempt employees will be provided a daily unpaid lunch break.

Working Hours - Exempt Employees

Personnel employed in executive, administrative, professional, outside sales or certain computer-related capacities generally are exempt from the provisions of the Fair Labor Standards Act. These employees are not required to fill out hourly time records but must account for daily attendance. Allocation of paid time off must be recorded in the payroll system as "Vacation," "Sick," "Personal," "Bereavement" or "Jury Duty."

Working Hours - Non-Exempt Employees

Nonexempt employees who work over forty (40) hours in any week will be paid overtime at time and one-half for those additional hours, unless state law dictates otherwise. In addition to the regular eight (8) hour working day, all full-time, non-exempt employees will be provided with an unpaid lunch break. If an employee chooses or needs to take a longer lunch break, he or she will need to acquire his or her manager's approval in advance. Any additional lunch-related time will be unpaid. In addition, the employee's manager may elect to alter the employee's work schedule on the day that the additional lunch break time is taken to ensure that the employee has worked the daily required eight (8) hours.

Department Heads are responsible for ensuring that job responsibilities are fulfilled, and they may, if necessary, reject an employee's preferred work schedule in the interest of business efficiency.

All non-exempt employees are required to complete an individual time record showing their daily hours worked. Time records cover one workweek and must be completed by the close of each workday. The following points should be considered in filling out time records:

- Employees should report their time into the school's payroll system in accordance with the procedures established by human resources.
- Overtime must be authorized by the employee's supervisor before over forty hours are worked in a particular week.

- Reporting another employee's e-time or falsifying any time record is prohibited and will be grounds for disciplinary action, up to and including termination.

Supervisors and/or Managers will assign overtime (if any) to nonexempt employees as needed. Employees are not permitted to work overtime without the prior approval of their supervisor. If the School finds that an employee has worked overtime hours that were not approved in advance, appropriate disciplinary action will be taken, including and up to termination.

Nonexempt employees will be compensated for attendance at lectures, meetings and training programs, if such attendance is required by management and takes place outside of normal work hours.

Overtime Policy

Eligibility for Overtime

In accordance with the Federal Labor Standards Act (FLSA), nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular hourly rate of pay for time worked in excess of 40 hours per workweek. A workweek is defined as Sunday at 12:01 a.m. through Saturday at midnight.

Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position. At the same time, exempt employees' pay shall not be docked unless specifically provided for by federal and state law in certain circumstances.

Scheduling and Working Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. All overtime work must be approved by the manager before the employee works any overtime. Overtime is considered a condition of employment, and refusal to work overtime when requested is cause for discipline, up to and including termination of employment. Insofar as it is consistent with the needs of the business, overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. At the manager's discretion, an employee's work schedule may be adjusted during a workweek and affected employees will be given advance notice of such a schedule change when practicable.

Time Worked

Approved paid absences, including but not limited to vacation, sick leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off, are not counted as time worked for the purposes of computing overtime.

Effective Date: 10/22/19

Last Revised: 10/22/19

Authority and/or Cross-Reference