HUMAN RESOURCES

Classified Personnel

Defined

Classified personnel shall include those employees whose positions have been assigned to the classified salary scale. Classified personnel are considered nonexempt and are, in most cases, performing work that is subject to the overtime provisions of the Fair Labor Standards Act (FLSA). Classified personnel includes but is not limited to support staff serving in positions such as secretaries, custodians, bus drivers and attendants, teacher assistants, and facilities workers.

Workweek

I. The workweek begins on Sunday 12:01 a.m. and ends at midnight Saturday. The workweek for full-time teaching assistants, educational sign language interpreters, and certified occupational therapy/licensed physical therapy assistants is 32.5 hours excluding the lunch period. The workday for all employee roles listed above is 6.5 hours per day excluding lunch.

The workweek for all other full-time classified employees is 37.5 hours excluding the lunch period. The workday for all other full-time classified employees is 7.5 hours per day excluding lunch.

II. The lunch period shall be duty free and therefore, not compensated. However, employees that are required by their supervisor to work through their lunch period will be compensated. Employees may leave the job site during this time with the approval of their immediate supervisor. Normally, non-exempt employees will have a thirty-minute break for lunch. Classified employees who do not otherwise indicate on their time record will be assumed to have taken their lunch break.

III. All classified employees are required to record the number of hours worked per day utilizing the designated time and leave system. Employees must confirm actual hours worked each pay period.

A. Employees shall clock in no earlier than seven minutes before their actual starting time.

B. Employees shall clock out no later than seven minutes after the end of their scheduled work day.
IV. Regular attendance is an expectation for all employees and essential to providing consistent support for the School Division. Employees who are unable to report to work at the time specified must:

A. Contact their immediate supervisor as soon as possible and indicate the reason for their absence or tardiness; or

B. Have previously requested and been granted appropriate leave, i.e., annual, military, civil, etc.

V. Classified employees are expected to comply with their work schedule as assigned by their supervisor. Classified employees will report to work, return to work, or remain at work only when specifically authorized to do so by their immediate supervisor in advance of working the additional hours. Additional hours shall be credited to classified employees in accordance with Regulation 526-1, “Classified Personnel, Overtime and Compensatory Time Provisions.”

VI. Classified employees who begin work after 2 p.m. on a regular basis will receive a 2.5 percent shift differential.

VII. Supervisors are responsible for ensuring that time entries are submitted in a timely manner and that the number of hours recorded is accurate and in compliance with this regulation, the FLSA, and Regulation 526-1, “Classified Personnel, Overtime and Compensatory Time Provisions.”

A. Time cards/sheets are to be retained (electronic or paper copies) for five years from the end of the fiscal year in which the last entry was made or until audited. Employees shall clock in no earlier than seven minutes before their actual starting time.

B. Following the five-year retention period or after being audited, the paper time cards/sheets are to be forwarded to the Records Center for destruction per the requirements of the appropriate General Schedule of the Library of Virginia.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.