

JEFFERSON COUNTY PUBLIC SCHOOLS

**NORMAL BUSINESS HOURS
AND
STANDARD HOURS OF WORK**

**SCHOOL CENTER/CENTRAL OFFICE
HOURLY EMPLOYEES**

The normal business hours for school offices are:

Elementary Schools	8:00 a.m. to 4:30 p.m.
Middle Schools	7:00 a.m. to 4:00 p.m.
High Schools	7:00 a.m. to 4:00 p.m.

Principals are free to schedule the workday of the office staff in such a manner as to best accomplish the duties performed. The school office is to be open for business during the hours listed above. Whenever practicable, at least one administrator (principal, assistant principal, counselor) is to be available in the office during all business hours.

The normal business hours for central office locations are:

All locations	7:30 a.m. to 4:30 p.m.
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Supervisors are free to schedule the workday of the office staff in such a manner as to best accomplish the duties performed. Central offices are to be open for business during the hours listed above. Whenever practicable, at least one administrator is to be available in the office during all business hours.

The standard hours of work¹ for hourly school center staff (eligible for overtime compensation) are:

Elementary/Special School Personnel

<u>POSITION</u>	<u>LENGTH OF WORKDAY²</u>	<u>COMPENSATED DUTY TIME³</u>	<u>COMPENSATED DUTY-FREE REST BREAKS⁴</u>	<u>NON COMPENSATED DUTY-FREE MEAL BREAKS⁵</u>
School Secretary I	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Bookkeeper I	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Bookkeeper I	6 hrs. 20 min.	6 hours	1 – 10 minutes	20 minutes
Lunchroom/Office Assistant	6 hrs. 50 min.	6 hrs. 30 minutes	1 – 10 minutes	20 minutes
Lunchroom/Office Assistant	3 hrs. 30 min.	3 hrs. 30 minutes	none	none
Clerk School Media Center	6 hrs. 50 min.	6 hrs. 30 minutes	1 – 10 minutes	20 minutes
Clerk School Media Center	3 hrs. 30 min.	3 hrs. 30 minutes	none	none

Instructional Assistant	6 hrs. 50 min.	6 hrs. 30 minutes	1 – 10 minutes	20 minutes
Instructional Assistant Title I	6 hrs. 50 min.	6 hrs. 30 minutes	1 – 10 minutes	20 minutes
Custodian	8 hrs. 30 min.	8 hours	2 – 10 minutes	30 minutes
In-School Security Monitor	8 hrs. 15 min.	7 hrs. 45 minutes	1 – 10 minutes	30 minutes
Nutrition Services Assistant	4 – 7 hours plus meal	4 – 7 hours	1 – 10 minutes	20 minutes
Nutrition Services Assistant	Less than 4 hours	As scheduled	none	none
School Clerk	8 hrs. 30 min.	8 hours	2 – 10 minutes	20 minutes
School Clerk	6 hrs. 50 min.	6 hrs. 30 minutes	1 –10 minutes	20 minutes
Instructor	7 hrs. 20 min.	7 hours	1 – 10 minutes	20 minutes

Middle School Personnel

<u>POSITION</u>	<u>LENGTH OF WORKDAY²</u>	<u>COMPENSATED DUTY TIME³</u>	<u>COMPENSATED DUTY-FREE REST BREAKS⁴</u>	<u>NON COMPENSATED DUTY-FREE MEAL BREAKS⁵</u>
School Secretary I	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Bookkeeper I	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
Records Clerk	6 hrs. 50 min.	6 hrs. 30 minutes	1 – 10 minutes	20 minutes
School Clerk	6 hrs. 50 min.	6 hrs. 30 minutes	1 – 10 minutes	20 minutes
Clerk School Media Center	6 hrs. 50 min.	6 hrs. 30 minutes	1 – 10 minutes	20 minutes
Instructional Assistant	6 hrs. 50 min.	6 hrs. 30 minutes	1 – 10 minutes	20 minutes
Custodian	8 hrs. 30 min.	8 hours	2 – 10 minutes	30 minutes
In-School Security Monitor	8 hrs. 15 min.	7 hrs. 45 minutes	1 – 10 minutes	30 minutes
Nutrition Services Assistant	4 – 7 plus hours	4 – 7 hours	1 – 10 minutes	20 minutes
Nutrition Services Assistant	Less than 4 hours	As scheduled	none	none
School Clerk	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Bookkeeper I	6 hrs. 20 min.	6 hours	1 – 10 minutes	20 minutes
Instructor	7 hrs. 20 min.	7 hours	1 – 10 minutes	20 minutes

High School Personnel

<u>POSITION</u>	<u>LENGTH OF WORKDAY²</u>	<u>COMPENSATED DUTY TIME³</u>	<u>COMPENSATED DUTY-FREE REST BREAKS⁴</u>	<u>NON COMPENSATED DUTY-FREE MEAL BREAKS⁵</u>
School Secretary II	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Bookkeeper II	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Bookkeeper II	6 hrs. 20 min.	6 hours	1 – 10 minutes	20 minutes
Records Clerk	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Clerk	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
Secondary Attendance Clerk	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Clerk	6 hrs. 50 min.	6 hrs. 30 min.	1 – 10 minutes	20 minutes
Clerk School Media Center	6 hrs. 50 min.	6 hrs. 30 min.	1 – 10 minutes	20 minutes
Instructional Assistant	6 hrs. 50 min.	6 hrs. 30 min.	1 – 10 minutes	20 minutes
Custodian	8 hrs. 30 min.	8 hours	2 – 10 minutes	30 minutes
In-School Security Monitor	8 hrs. 15 min.	7 hrs. 45 min.	1 – 10 minutes	30 minutes
School Maintenance	8 hrs. 30 min.	8 hours	2 – 10 minutes	30 minutes
Nutrition Services Assistant	4 – 7 plus hours	4 – 7 hours	1 – 10 minutes	20 minutes
Nutrition Services Assistant	Less than 4 hours	As scheduled	none	none
Instructor	7 hrs. 20 min.	7 hours	1 – 10 minutes	20 minutes

Other/Special School Personnel

<u>POSITION</u>	<u>LENGTH OF WORKDAY²</u>	<u>COMPENSATED DUTY TIME³</u>	<u>COMPENSATED DUTY-FREE REST BREAKS⁴</u>	<u>NON COMPENSATED DUTY-FREE MEAL BREAKS⁵</u>
School Secretary I	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Secretary II	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Bookkeeper I	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Bookkeeper II	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
Records Clerk	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Clerk	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
Nurse (LPN)	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
Home/School Coord.	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
School Clerk	6 hrs. 50 min.	6 hrs. 30 min.	1 – 10 minutes	20 minutes
Lunchroom/Office Assistant	6 hrs. 50 min.	6 hrs. 30 min.	1 – 10 minutes	20 minutes
Lunchroom/Office Assistant	3 hrs. 30 min.	3 hrs. 30 min.	none	none
Instructional Assistant	6 hrs. 50 min.	6 hrs. 30 min.	1 – 10 minutes	20 minutes

Custodian	8 hrs. 30 min.	8 hours	2 – 10 minutes	30 minutes
Nutrition Services Assistant	4 – 7 plus hours	4 – 7 hours	1 – 10 minutes	20 minutes
Nutrition Services Assistant	Less than 4 hours	As scheduled	none	none
Therapist Assistant	6 hrs. 50 min.	6 hrs. 30 min.	1 – 10 minutes	20 minutes
Career Planner	8 hrs. 20 min.	8 hours	2 – 10 minutes	20 minutes
Instructor	7 hrs. 20 min.	7 hours	1 – 10 minutes	20 minutes

Central Office

The standard hours of work for hourly central office staff (eligible for overtime compensation) are:

<u>POSITION</u>	<u>LENGTH OF WORKDAY²</u>	<u>COMPENSATED DUTY TIME³</u>	<u>COMPENSATED DUTY-FREE REST BREAKS⁴</u>	<u>NON COMPENSATED DUTY-FREE MEAL BREAKS⁵</u>
8 hour employees	8 hrs. 45 min.	8 hours	2 – 10 minutes	45 minutes
6.5 hour employees	7 hrs. 15 min.	6 hrs. 30 min.	1 – 10 minutes	45 minutes
4 hour employees	4 hrs. 45 min.	4 hours	1 – 10 minutes	45 minutes

Overtime compensation regulations related to hourly employees:

Extra service (less than forty (40) hours worked in a workweek) and overtime compensation (over forty (40) hours worked in a workweek) applies to all hourly employees. DOCKED TIME IS NOT TIME WORKED AND IS NOT INCLUDED IN CALCULATED HOURS WORKED IN A WORKWEEK.

When a custodian, clerk, secretary, instructional assistant, nutrition services assistant, or any other hourly employee works beyond their normally scheduled duty hours, they must be compensated in one of three ways:

- a. Employees whose normal workweek is less than forty (40) hours are to be compensated for extra work at a straight-time rate until they have worked forty (40) hours in a workweek and then at 1 1/2 times the straight-time rate for hours worked over forty (40). With the exception of reporting nutrition services assistant extra service, straight time and overtime are reported on the regular payroll sheet. If an account code other than the default account code is to be charged, an extra service form must be used for both straight time and overtime.
- b. Employees whose normal workweek is forty (40) hours are to be compensated for extra work (overtime) at 1 1/2 times their straight-time rate for all time over forty (40) hours in a workweek. This overtime is reported on the regular payroll sheet.
- c. Employees requesting it may be compensated for extra work in the form of time off during the same workweek in lieu of cash payment. Please note that such time off would equal 1 1/2 times any time which would have been worked over forty (40) hours in the workweek. TIME OFF IN LIEU OF CASH PAYMENT IS STRICTLY AT THE DISCRETION OF THE EMPLOYEE, MUST BE RECORDED FOR AUDIT PURPOSES, AND MUST BE TAKEN DURING THE WORKWEEK IN WHICH EXTRA HOURS WERE WORKED.

Please note that although TIME OFF in lieu of cash payment is permitted (by creative flexible scheduling of hours of work during the workweek in which overtime would have been worked), COMPENSATORY (COMP) TIME is not permitted by Kentucky statutes. Accumulating time off in one or more workweeks in which overtime was worked in order to take time off in another workweek in which overtime was not worked is not permitted.

¹ The standard hours of work are not applicable to part-time employees working less than four (4) hours per day. The standards should be applied to full-time temporary/substitute employees.

² Length of workday means the time an hourly employee is at work available for duty including paid duty time, paid rest break(s), and non-paid meal breaks, but excluding overtime and time off the clock for sickness or non-work-related appointments.

³ Compensated duty time means the hours of work for which hourly employees are normally paid the standard hourly rate including rest break(s), but excluding meal break.

⁴ Compensated rest break means duty-free time schedules near the middle of each consecutive four (4) hours of service. Employees working less than four (4) consecutive hours per day are not provided rest breaks.

⁵ Non-compensated meal break means the time scheduled by the supervisor near the middle of the workday during which the employee may eat.