



## Days & Hours of Hourly Employees 2023-2024 Edition

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## Annual Sick, Personal, and Emergency Days

### Full-Time Employees

Sick, Personal and Emergency days are updated in July of each year on active employees assigned to a full-time working calendar.

Classified employees must work 4 hours or more per day.

Bargaining Units: CLA5, CLAA, CLAB, CLAE, CLAG, CLAH, CLAJ, CLAP, CLAR, CLAS, CLAT (job class code 8818 only)

Certified employees must work 5 hours or more per day.

Bargaining units: CERT, CERU, CERX, CLA1, CLAU

Base Days	Annual Sick	Annual Personal	Annual Emergency
Less than 147	0	0	0
147- 189	10	3	2
190-205	10.5	3	2
206-259	11	3	2
260- 262	12	3	2

### Part-Time Retired Teachers

Bargaining Units: RCET

Base Days	Annual Sick	Annual Personal	Annual Emergency
0-89	0	0	0
90-139	5	0	0
140 and greater	10	0	0

### Part-Time Teachers

Bargaining Unit: CERV, CLA2

Base Days	Annual Sick	Annual Personal	Annual Emergency
0-89	0	0	0
90- 139	5	0	0
140-184	10	0	0
185 and greater	10	2	0

### Special Notes on Personal Day Update:

1. Two (2) personal days are given to part-time teachers (CERV/CLA2 only) who work the 187 day teacher calendar & 3.5 hours per day.
2. One (1) personal day is given to part-time teachers (CERV/CLA2 only) who work even (7) hours per day as long as they work at least 50% (654.50 hours per year) of the full-time teacher work year and are assigned to an approved working calendar or in an approved job share position.
3. All job share teachers (CERV/CLA2) receive personal days as specified in item #1 and #2.
4. Retired part-time teachers (RCET) do not receive personal days.

Rep Codes not eligible for sick, personal or emergency days:

CLAD, CLAT (excluding Job Class Code 8818), SUBC, SUBW, SUB7, STDT, BRDM, CLA8, CERA, CLAX, PARA, RCEA

## Normal Business Hours and Standard Hours of Work

### School Center/Central Office Hourly Employees

The normal business hours for school offices vary and are based on the various school start times. Offices should be open for business at least forty (40) minutes prior to school start times:

Elementary Schools	8.5 hours
Middle Schools	9 hours
High Schools	9 hours

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 for the number of hours listed above. Whenever practicable, at least one administrator (principal, assistant principal, counselor) is to be available in the office during all business hours. **Principals must insure employees are not reported/paid for extra service for times that overlap the employee's regular contract work hours.**

The normal business hours for central office locations are:

All Locations      7:30 AM to 4:30 PM

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 work<sup>i</sup> for hourly school center staff (eligible for overtime compensation) are:

Elementary/Special School Personnel

<b>Position</b>	<b>Length Of Workday<sup>ii</sup></b>	<b>Compensated Duty Time<sup>iii</sup></b>	<b>Compensated Duty-Free Rest Breaks<sup>iv</sup></b>	<b>Non Compensated Duty-Free Meal Breaks<sup>v</sup></b>
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. 20 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

<b>Position</b>	<b>Length Of Workday<sup>ii</sup></b>	<b>Compensated Duty Time<sup>iii</sup></b>	<b>Compensated Duty-Free Rest Breaks<sup>iv</sup></b>	<b>Non Compensated Duty-Free Meal Breaks<sup>v</sup></b>
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

<b>Position</b>	<b>Length Of Workday<sup>ii</sup></b>	<b>Compensated Duty Time<sup>iii</sup></b>	<b>Compensated Duty-Free Rest Breaks<sup>iv</sup></b>	<b>Non Compensated Duty-Free Meal Breaks<sup>v</sup></b>
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
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
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

Position	Length Of Workday <sup>ii</sup>	Compensated Duty Time <sup>iii</sup>	Compensated Duty-Free Rest Breaks <sup>iv</sup>	Non Compensated Duty-Free Meal Breaks <sup>v</sup>
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
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:

Position	Length Of Workday <sup>ii</sup>	Compensated Duty Time <sup>iii</sup>	Compensated Duty-Free Rest Breaks <sup>iv</sup>	Non Compensated Duty-Free Meal Breaks <sup>v</sup>
8 hour employees	9 hrs.	8 hours	2 – 10 minutes	60 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.

Work week begins on Saturday and ends on Friday. 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. All payroll reporting is entered using the JCPS payroll Time and Attendance system.

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 ½ times the straight-time rate for hours worked over forty (40).

Employees whose normal workweek is forty (40) hours are to be compensated for extra work (overtime) at 1 ½ times their straight-time rate for all time over forty (40) hours in a workweek. This overtime is reported using the JCPS payroll Time and Attendance system.

Please note 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. Employees requesting time off during the workweek, may be allowed to work out a schedule with their supervisor to make up their time off during the workweek. All make up time must be worked in the same workweek as the time off. The workweek starts on Saturday and ends on Friday.

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<sup>i</sup> 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

<sup>ii</sup> 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.

<sup>iii</sup> 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.

<sup>iv</sup> 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.

<sup>v</sup> Non-compensated meal break means the time scheduled by the supervisor near the middle of the workday during which the employee may eat.