

# Tapestry Public Charter School Policy Manual

## Employee Compensation and Time

Adopted: 6/16/2014

Revised: NA

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

<b>Sections:</b>	<b>I. EMPLOYMENT PERIODS</b>
	<b>II. TIME RECORDING POLICY</b>
	<b>III. PAY ADVANCES</b>
	<b>IV. CONFIDENTIALITY OF COMPENSATION AND BENEFITS</b>
	<b>V. WORK TIME AND OVERTIME</b>
	<b>VI. MEALTIME</b>

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### **I. EMPLOYMENT PERIODS**

**Introductory Period:** All new employees (or any employee in a new position following a transfer or promotion) will be on an introductory status until they have completed ninety (90) days of service with the School, unless otherwise extended. The decision whether to continue your employment in this position will be made by the Principal. However, any employee, during both his/her introductory period and subsequent employment with the School, may be discharged at any time for any reason.

This introductory period is designed, primarily, to give both the School and the employee an opportunity to determine whether the employee will be able to adequately perform in the assigned job position. At the end of the introductory period, your performance will be reviewed and a decision made regarding your continued employment or any extended introductory period.

**Full-Time Employees** work a regular workweek (usually 40 hours) and are eligible for benefits as described in the applicable benefit plan documents.

**Part-Time Employees** normally work 29 hours or less each week and are eligible for statutory benefits only.

**Seasonal Employees** are hired to perform a specific job for a specified period of time, normally less than one year. These employees are eligible for statutory benefits only.

It is important for all employees to understand that: (1) no employee is guaranteed any certain number of hours per week or a particular schedule; and (2) employees may be shifted from part-time to full-time or vice versa and the School specifically reserves the right to make changes to employees' hours and schedule without any advance notice or consent by the employee.

## **II. TIME RECORDING POLICY**

The School is dedicated to ensuring that non-exempt employees are paid for all time that they work. To accomplish this, the School must have an accurate record of all time worked by non-exempt employees.

Further, it is extremely important that non-exempt employees do not perform any work that is not recorded by the time system. Each employee must make sure that his or her time is recorded by the standard time recording system. If an employee is asked/instructed by anybody at the School to perform work "off the clock," (in other words, perform work without reporting it on the time system) he/she is directed to refuse and immediately report the situation by utilizing the School's Complaint Procedure. Finally, if an employee contends they have not been paid time for all hours worked, they should utilize the School's Complaint Procedure.

## **III. PAY ADVANCES**

Pay advances will not be granted to employees.

## **IV. CONFIDENTIALITY OF COMPENSATION AND BENEFITS**

The School prohibits improper or unauthorized use of the School's records or computer system to access confidential employee compensation and benefits. Improper or unauthorized access to the School's records or computer system may violate federal or state law. This Policy does not prohibit individuals from discussing their own compensation and benefits with other employees, so long as the employee did not come into possession of such information through access which they have as part of their formal School duties.

## **V. WORK TIME AND OVERTIME**

The School complies with the requirements of the Fair Labor Standards Act and any applicable local law with respect to wages and hours. There may be times when employees will need to work overtime so that the School may successfully meet the needs of its students. However, all overtime must be approved in advance by school leader or his or her designee.

Non-exempt hourly employees will be paid overtime at a rate of one and one-half times their regular hourly rate for all hours worked over 40 in a week. Non-exempt employees who are paid on a salary basis may have their overtime calculated based on the fluctuating work week method. Such employees will receive their fixed salary as straight time pay for whatever hours they are called upon to work in a work week and will receive additional compensation for overtime hours worked at a rate of one-half their regular rate of pay. In that case, an employee's regular rate may vary from week to week and will be determined by dividing the number of hours worked in the week into the amount of the employee's fixed salary. For all employees, only actual hours worked count toward computing weekly overtime.

Exempt salaried employees do not receive overtime pay. Exempt salaried employees are subject to deductions from their salaries only for lawful reasons.

If an employee feels he or she has been subject to an improper salary deduction, has been improperly

classified as exempt or non-exempt, or has not been paid overtime for any hours worked over 40 in a week, the employee should utilize the School's Complaint Procedure. In the event it is determined that an improper deduction was made or that an employee was not paid any overtime due, the School will reimburse the employee.