

BOARD PROCEDURE

Descriptive Code: GBRC

EMPLOYEE WORKLOAD

Date: August 7, 2000

The local school principal will maintain a sign in/sign out record of all school-based employees. The records will document the minimum eight-hour workday for professional employees. As required by the Fair Labor Standards Act, the daily sign in/sign out record for all hourly and non-exempt employees assigned to the schools or district departments will document that employees are working the required work schedule and are not working more than the approved hours in violation of the law.

ADOPTED: 02/09/88

REVISED:

Columbia County Board of Education