

BOARD POLICY

Descriptive Code: GBRC

EMPLOYEE WORKLOAD

Date: October 13, 2009

The local school principal **shall** maintain a sign in/sign out record of all school-based employees **and will compare it to the number of daily and weekly hours employees are contracted to teach or scheduled to work.** 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.

PROCEDURE: YES

ADOPTED: 2/9/88

REVISED: 10/01/97, 8/10/99

Columbia County Board of Education