



Policy: **608 COMPENSATION FOR NON-EXEMPT EMPLOYEES IN EXTENDED ACTIVITIES POLICY**

Effective: 5/22/2017

Revised: 10/28/2019

I. Purpose:

The purpose of this policy is to communicate detailed information about compensation for non-exempt employees.

II. General Statement of Policy:

Definition: Non-exempt employees receive hourly wages; they are subject to wage and hour laws, such as overtime pay.

Activities at World Learner School are sometimes scheduled outside of school time, and/or outside the normal non-exempt workday. This policy pertains to the compensation of non-exempt (that is, hourly) employees regarding these extended activities. Such activities generally fall into three main categories:

Curricular: This includes field trips and other curricular activities that depart before the workday begins, or return after the workday ends. It includes overnight trips, such as a commonly scheduled session at Deep Portage Conservation Reserve, which typically departs on Monday morning and returns on Friday afternoon, or similar outings.

With respect to overnight curricular trips that the non-exempt employee has chosen to attend, World Learner School provides a maximum of two hours of overtime per day for these activities for non-exempt employees. After this time, the non-exempt employee will be relieved from duty and may use the time for his/her own purposes. Non-exempt employees are welcomed and encouraged, but not required, to provide supervision or assistance during their off-duty time, but will not be compensated for this volunteered time. Ultimately, the teacher/s is/are responsible for providing appropriate supervision for these activities at all times. If an assistant does not wish to volunteer time beyond the ten work hours of the day that would be covered by this policy, the teacher is responsible for finding appropriate replacement supervision (e.g. volunteer—parent—chaperones) for the remainder of the day.

With respect to other curricular activities that depart before the workday begins or return after the workday ends, non-exempt employees who are required to attend will be paid for their attendance, including overtime, if other conditions for qualifying as overtime are met.

Extra-curricular: This includes mainly social activities, especially overnight or late-night lock-in's, or other social activities that are enhancements to but not fundamentally part of the curriculum. Non-exempt employees are welcome and encouraged to participate in

these activities as volunteers, but they are not required to participate and will not be compensated for volunteered time. Non-exempt employees wishing to attend an extra-curricular activity as a volunteer should notify WLS administration in advance of attending. Ultimately, appropriate supervision for the program must be arranged by the teacher/s involved in the activity. If, for example, an assistant does not wish to volunteer for such an activity, the teacher may arrange for volunteer (parent) chaperones to provide the necessary supervision.

Meetings: These include mainly parent meetings, but occasionally staff meetings as well. These meetings are categorized on a case-by-case basis. WLS administration will generally categorize these meetings as “not-required” for non-exempt employees, which means, generally, that non-exempt employees are welcome to participate as volunteers, but are not required to participate and will not be compensated for their voluntary attendance. Non-exempt employees wishing to voluntarily attend a “not-required” meeting should notify WLS administration in advance of attending. Occasionally, administration will categorize a meeting as “required” for non-exempt employees, in which case non-exempt employees will be paid for their attendance (including overtime, if other conditions for qualifying as overtime are met), and their lack of attendance would result in a deduction from their bank of personal days/time.

Overtime: Absent extraordinary circumstances, overtime pay must be approved in advance by administration. Attendance at conferences by non-exempt staff (assistants) is routine and is authorized (see the policy that deals specifically with that issue). In general, non-exempt employees are paid for the hours for which they are contracted and for exceptional circumstances requiring their work, such as those specified above. In daily work, time in excess of the non-exempt employee’s contracted hours will not be compensated unless it is approved in advance by administration. The classroom teacher and their assistant must work together to fit the assistant’s work into the contracted hours.