

<b>BOARD POLICIES</b>	<b>METRO TECHNOLOGY CENTERS STAFF TIME SCHEDULES (BP-7020)</b>	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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**1.0 POLICY:**

The Board assigns to the superintendent the responsibility of making staff time schedules for all employees. The superintendent shall make known the work hours of the different classes of employees.

The Board will cooperate and will comply fully with the Fair Labor Standards Act and the relevant laws and regulations. Employees will be informed of the Act with proper posting.

Exceptions or changes to the schedule or work hours of an employee or employees may be granted by the superintendent if it is in the best interest of the district and is in compliance with the Fair Labor Standards Act and relevant laws and regulations.

**2.0 LEGAL REFERENCE:** 70 O.S. §§ 5-106.A, 5-117.A.14

**3.0 CROSS REFERENCE:** N/A

**4.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
January 13, 1986	B	Revised
October 11, 1993	C	Revised
May 8, 1995		Reviewed
September 22, 2003	D	Reformatted
December 15, 2003	E	Legal references reviewed and revised as necessary
November 22, 2004	F	Revised; posted for adoption

**5.0 PCF FRAMEWORK #:** 6.1 Create and manage human resources (HR) planning; 10.1 Manage federal, state, and local regulatory requirements

**\*\*\* End of Policy \*\*\***