


Anthony Independent School District

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TO: Support Personnel [District hourly employees to include all categories]
FROM: Ronald Haugen, Superintendent 
SUBJECT: Taking Work Home
DATE: May 3, 2008

The District's accountability of hours worked at home, by employees classified as non-exempt [hourly] under the Fair Labor Standards Act, is subjective and difficult to document. In an effort to ensure that:

1. The District is in compliance with the Fair Labor Standards Act; and
2. Employees are provided with adequate supervision as they are performing their tasks;

you are duly notified that District non-exempt employees [hourly] are restricted from taking work home. All work performed on the District's behalf must be performed on District property. Failure to comply will result in administrative action which could result in termination. Any exceptions must be approved by the Superintendent.

Also, be advised that the Fair Labor Standards has restrictions which govern the conditions under which an employee provides volunteer services to their employer. The District appreciates your dedication to the District and its students but in order to avoid legal complications the District is unable to accept your offer to volunteer services to AISD. Should you have any questions please contact me, the CFO or Director of Finance.

Thanks!