

Garden Valley School District No. 71

PERSONNEL

5210

Work Day

Length of Work Day - Certified

The length of a school day for a certified employee shall be eight and three quarter hours for a full-time certified employee. The workday is generally exclusive of lunch and extracurricular assignments but inclusive of preparation time and assigned duties. Arrival time shall generally be one-half (1/2) hour before classes begin or as directed by the building principal. Part Fridays and In-Service start and end times are variable depending on the calendar and can be adjusted by the building principal.

Length of Work Day - Classified

The length of a classified work day is governed by the number of hours for which the employee is assigned. A “full-time” employee shall be considered to be an eight-(8)-hour per day/thirty two (32) hour per week employee. The work day is exclusive of lunch, but inclusive of breaks. The schedule will be established by the supervisor. Normal office hours in the District will be 7:30 a.m. to 4:00 p.m.

Breaks

A daily morning and afternoon rest period of fifteen (15) minutes may be available to all full-time, classified employees. Breaks are not required by Idaho Law, however and a break lasting more than 15 minutes may be deducted from an hourly employee’s time sheet. Breaks remain at the discretion of the employee’s supervisor.

Non-school Employment

It is the policy of the Garden Valley School District that employees shall not engage in outside activities that interfere with their duties as employees of the Garden Valley School District. No consideration shall be given to take another part-time or full-time position when such positions interferes with the employees work schedule.

Legal Reference: 29 USC 201 to 219
seq.

Fair Labor Standards Act of 1985 29 CFR 516, et
FLSA Regulations

Policy History:

Adopted on: 2-13-2012
Revised on: 02-09-2021
Reviewed on: