

Section: **PERSONNEL**

Policy Title: **Length of a Work Day**

Administrators

Administrators are Fair Labor Standards Act (FLSA) exempt and do not have regularly set, pre-determined work hours. Administrators are expected to report to work during the established public hours of the site(s) to which the administrator is assigned and consistent with all district expectations and directives. Administrators are expected to work before and after established public hours of the assigned site(s) to accomplish job duties.

Certificated Staff

Regular building hours for teachers and other certificated, non-administrative staff will be one-half hour before school starts to one-half hour after school ends, unless otherwise negotiated. A full time equivalent (FTE) employee's work day shall be seven and one-half (7 ½) hours inclusive of duty-free lunch. Individual schools may request a board waiver from these district-wide provisions consistent with applicable provisions of collective bargaining agreements. The starting and dismissal times for students, which may vary from school to school, will be determined by the district.

Classified Staff

A classified hourly staff member will be paid at the rate of one and one-half times the salary schedule rate when he/she works for more than 40 hours during the regular work week or consistent with applicable provisions of collective bargaining agreements. The regular work day will include one 15 minute break for each four hours of work. A lunch period not to exceed one hour will be scheduled, but will not be counted for pay purposes. The district will be responsible for establishing the work day schedule for each classified staff member.

Custodial/maintenance and office staff will report for work when schools are closed for bad weather when required by the superintendent/ designee.

Legal References: 29 USC § 201 et seq.

Fair Labor Standards Act

RCW 28A.405.140

Assistance for teacher may be required after evaluation

RCW 28A.405.466

Presence of certificated personnel at school before and after school-
Policy

RCW 49.46.120

Chapter establishes minimum standards and is supplementary to other laws — more favorable standards unaffected

RCW 49.46.130

Minimum rate of compensation for employment in excess of forty hour work week — Exceptions

WAC 296-128-550

WAC 296-128-560

Regular rate of pay
Compensating time off in lieu of overtime pay

Management Resources: *Policy News*, October 2015

Policy News, June 2006 Certificated Staff Work Hours

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