

LENGTH OF 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, including a 30-minute duty-free lunch period. 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, shall be determined by the district.

Fulfilling professional responsibilities will often require that teachers spend time outside of building hours. Such professional responsibilities include:

- A. Preparing for instruction of classes, planning lessons;
- B. Consulting with students, grading assignments, completing paperwork;
- C. Improving communication with parents, including but not limited to, initiating contact with parents after or before building hours;
- D. Participating on curriculum development committees leading towards the improvement of the educational program;
- E. Attending staff meetings including attending necessary professional development, provided by the district, to improve and maintain teaching skills;
- F. Supervising and directing co-curricular activities not specifically included in the district's co-curricular program; and,
- G. Participating in such other activities that pertain to the district's educational program.

Classified Staff

The district shall be responsible for establishing the work day schedule for each classified staff member. The regular work day will include one 10 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. Overtime must be preauthorized by an administrator or designee. 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.

In the event a supervisor requests that a staff member work beyond the specified working hours and thus exceeds the 40 hours during the established work week, the district may grant, at the staff member's request, compensating time off in lieu of overtime pay consistent with applicable provisions of collective bargaining agreements. A staff member may accumulate up to 240 hours of compensatory time. When the staff member reaches the 240-hour limit compensatory time will cease to accrue and the staff member, must either take compensating time off or receive pay for such excess hours.

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

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| Legal References: | WAC 296-126-092 | Meal & Rest Period Guidelines |
| | 29 U.S.C Ch. 8 201-216 RCW 49.46.130 | Fair Labor Standards Act Minimum rate of compensation for employment in excess of forty hour work week — Exceptions |
| | RCW 49.46.120 | Chapter establishes minimum standards and is supplementary to other laws – more favorable standards unaffected |
| | 28A.405.140 | Assistance for teacher may be required after evaluation |
| | 296-128-550 296-128-560 | Regular rate of pay Compensating time off in lieu of overtime pay |
| Management Resources: | 2015 – October Issue <i>Policy News</i> , June 2006 | Certificated Staff Work Hours |

Adoption Date: September 17, 2009
Revised: 9.12; 10.15, 02.16