

## LENGTH OF WORK DAY

### Administrators

Administrators are generally exempt employees under the Fair Labor Standards Act (FLSA). 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 work hours for teachers and other nonsupervisory certificated staff will be one-half hour before school starts to one-half hour after school ends 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, will be determined by the district.

Fulfilling professional responsibilities will often require that certificated employees spend time outside of regular work hours. Such professional responsibilities include:

- A. Preparing for instruction of classes planning lessons;
- B. Meeting with students, grading assignments, and completing paperwork;
- C. Meeting with parents and other staffs;
- D. Participating in school and district committees;
- E. Attending staff meetings, including in-service training provided by the school and district;
- F. Supervising and directing co-curricular activities; and,
- G. Participating in such other activities that pertain to the employee's assignment or district's educational program.

### Classified Staff

A classified hourly staff member shall 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 workweek or in accordance with applicable provisions of any collective bargaining agreement. The regular workday will include one 15-minute break for each four hours of work. A lunch period of not less than 30 minutes will be scheduled but shall not be counted for pay purposes. The district will establish the workday schedule for each classified staff member.

In the event a supervisor requests that a staff member work more than 40 hours during the established work week, the district may grant, at the staff member's request, compensatory time off in lieu of overtime pay consistent with the provisions of any applicable collective bargaining agreement. 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. Compensating time must be used during the same school year in which it is accumulated and may not be carried over from year to year.

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

Unless otherwise specified, the workday for certificated staff assigned to the district administrative center and all classified staff shall be 8 hours per day exclusive of the lunch period.

Legal References:	29 USC §201et seq	Fair Labor Standards Act
	RCW 49.46.130	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

RCW 28A.405.140	In-service training for teacher may be required after evaluation
RCW 28A.405.466	Presence of certificated personnel at schools before and after school -- Policy
WAC 296-128-550	Regular rate of pay
296-128-560	Compensating time off in lieu of overtime pay

Management Resources: 2015 – October Policy Issue  
Policy News, June 2006 Certificated Staff Work Hours