

## 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, 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 communications with parents, including but not limited to, initiating contact with parents after or before school 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**

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 shall include one 15-minute break for each four hours of work. Breaks shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three hours without a rest period. A lunch period not to exceed one hour shall be scheduled but shall not be counted for pay purposes. The lunch period must commence no less than two hours nor more than five hours from the beginning of the shift. The district shall be responsible for establishing the work day schedule for each classified staff member. Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen minutes for each four (4) hours worked, scheduled rest periods are not required.

In the event a supervisor requests that a staff member work 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 compensatory time off or receive pay for such excess hours.

Consistent with applicable provisions of collective bargaining agreements Custodial/maintenance and office staff shall report for work when schools are closed for bad weather unless excused by ~~the superintendent or designee.~~

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Legal References:	29 USC Ch. 8 201 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 49.46.130	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
	WAC <u>296-126-092</u>	<u>Meal periods—Rest periods</u>
	296-128-550	Regular rate of pay
	296-128-560	Compensating time off in lieu of overtime pay
Management Resources:	<i>Policy News</i> , June 2006	Certificated Staff Work Hours

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Woodland School District #404