

Cottonwood School District No. 242

PERSONNEL

5210

Work Day

For purposes of this policy, the work day for certified employees is defined as the time an employee is expected to be on the school's premises. This shall be between the following times:

Prairie Jr/Sr High School: 8:00 a.m. to 3:15 p.m.

Prairie Elementary School: 8:15 a.m. to 3:15 p.m.

The Board and administration recognize that certified teaching professionals put in hours far in excess of those hours which they are expected to be at the school; however, this excess time is not considered to be part of the work day for the purposes of this policy.

Other conditions pertaining to certified workday, preparation periods, lunches, etc., are found in the employee handbook approved by the Board of Trustees. Such handbooks may change from time to time, and a new handbook will be approved by the Board for each school year.

Classified Employees

For classified employees, the workday is defined as the length of time the individual classified employee is scheduled to work. No work outside of this time frame is expected, required, or approved.

The length of a work day for a certified employee shall be 7 hours for a full-time certified employee. The work day is generally exclusive of lunch and extracurricular assignments, but inclusive of preparation time and assigned duties.

The workday is exclusive of lunch but inclusive of breaks unless the employee has been specifically directed otherwise. The schedule will be established by the employee's supervisor.

Normal office hours in the district will be 7:30 a.m. to 3:30 p.m.

Cross Reference: 5810 Compensatory Time and Overtime/Classified Employees

Legal Reference: 29 USC 201 to 219 Fair Labor Standards Act of 1985
29 CFR 516, *et seq.* FLSA Regulations, Idaho Department of Labor

Policy History:

Adopted on: February 22, 2017

Revised on: August 17, 2026