

PERSONNEL

5210

Work Day

For purposes of this policy, work day for certificated employees is defined as the time an employee is expected to be on the school's premises. The Board and administration recognize that certificated 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 as part of the work day for the purposes of this policy.

There shall be one 187 workdays that include five paid holidays. The District shall make every reasonable effort to provide a minimum 45 minutes daily preparation period within the school day.

Work day for classified employees is defined as the length of time of scheduled work for the individual classified employee. No work outside of this time frame is expected, required, or approved.

Regular building hours for teachers shall be 8:00 a.m. to 3:30 p.m. The starting and dismissal times for individual classes, which may vary from school to school, shall be determined by the Board.

The length of a work day for a certified employee shall be 7 ½ 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. Arrival time shall generally be one-half hour before classes begin or as otherwise directed by the building principal. The District shall make every effort to provide each employee a minimum 30 minutes continuous duty-free lunch period in the workday.

Length of Work Day - Classified

Classified employees shall not work any overtime unless approved by the Superintendent for emergency situations. When overtime is approved, such overtime shall be paid at the rate of one and one-half times the regular rate for the employee. The employee or the Superintendent may request that overtime be paid in compensation time. Such compensation time shall be taken at a time mutually agreed upon by both the employee and his or her supervisor.

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: