

**OFFICE HOURS/WORK WEEK AND DAY**

Puget Sound Educational Service District (PSESD) shall be open for the transaction of business from 8:00 a.m. to 5:00 p.m., Monday through Friday.

**Work Week/Day**

The normal work week shall range from 8:00 a.m. to 5:00 p.m., Monday through Friday. The PSESD office will, however, maintain an official, extended work week which shall begin at 12:01 a.m., Sunday, and end at midnight Saturday.

1. Supervisors shall schedule their employees work day to provide program or department coverage from 8:00 a.m. to 5:00 p.m. Monday through Friday.
2. To insure maximum efficiency and to assist employees in commuting or other activities the Superintendent may establish a "flex-time" system of individually specified working hours. This system will meet the following requirements:
  - a. Employees may schedule their work day starting time as early as 7:00 a.m. or as late as 9:00 a.m.
  - b. Employees may schedule their work day ending time as early as 3:30 p.m. or as late as 6:00 p.m.
  - c. Implementation of this system shall be at the discretion of the employee's executive administrator.
  - d. Each department or program using this system shall submit a detailed plan to the appropriate executive administrator for approval. This plan shall specify the work day starting and ending times for each employee and shall include the employees' lunch schedule.
  - e. Supervisors shall monitor employee work day starting and ending times according to the approved plan.
3. Staff members shall take either thirty minutes or one hour outside the work day for lunch.
4. Two fifteen-minute rest periods are included in the work day. Rest periods not utilized on a daily basis may not be accumulated.
5. Summer work schedules may be established by the order of the Superintendent or designee. Summer hours typically begin on the 2nd Monday in June and end on the 1st Friday in August.

Adopted: November 1977

Revised: October 1980

Revised: May 1990

Revised: March 2014

Relevant PSESD Board Governance Policies: EL 4, Treatment of Staff