

Length of Work Day

The appropriate collective bargaining agreement will be followed regarding length of workday.

The length of the assigned workday for certificated staff shall be seven and one-half (7-1/2) hours including a ½ hour (30 minute) duty free lunch. Employees shall be in their buildings by 7:45 am and may leave at 3:15 pm. The starting and dismissal times for students, 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;
- B. Consulting with students when necessary;
- C. Consulting with parents when it is not possible for the parent to meet with the teacher during building hours;
- D. Participating in curriculum development committees leading towards the improvement of the educational program;
- E. Attending staff meetings, including in-service training provided by the district in the area of teaching skills needing improvement;
- F. Supervising and directing co-curricular activities not specifically included in the district's co-curricular program;
- G. Participating in such other activities that pertain to the district's educational program; and
- H. Participating in Professional Learning Communities

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

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. The regular work day will include one 15 minute break for each four hours of work. A lunch period not to exceed one hour will be scheduled, but will not be counted for pay purposes. The district will be responsible for establishing the work day schedule for each classified staff member.

In the event a supervisor requests that a staff member work beyond the specified working hours and thus 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.

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

Legal References:	29 USC § 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 49.46.120	Chapter establishes minimum standards and is supplementary to other laws — more favorable standards unaffected
	RCW 49.46.130	Minimum rate of compensation for employment in excess of forty hour work week — Exceptions
	WAC 296-128-550	Regular rate of pay
	WAC 296-128-560	Compensating time off in lieu of overtime pay
Management Resources:	<i>Policy News</i> , June 2006	Certificated Staff Work Hours