

LENGTH OF WORKDAY: 5231

The length of the staff workday will be in accordance with current agreements with the individual and/or negotiated agreements between the Board of Directors and employee labor unions. Unless otherwise specified, the workday for certificated staff assigned to the district administrative center and all classified staff shall be eight (8) hours per day exclusive of the lunch period. The length of the workday for certificated staff assigned to schools is determined by the collective bargaining agreement. The scheduling of the workday will be determined by the District and may vary from building to building.

Fulfilling professional responsibilities will often require that teachers and administrators spend time outside of regular 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 during regular hours;
- D. Participating on curriculum development committees leading towards the improvement of the educational program;
- E. Attending staff meetings including in-service training provided by the District;
- 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.

A classified hourly staff member shall be paid at the rate of one and one-half times the salary schedule rate when he/she works for more than forty (40) hours during the regular work week. The regular work day shall include one ten (10) minute break for each four (4) hours of work, or as specified in collective bargaining agreements. A lunch period of not to exceed one hour shall be scheduled but shall not be counted for pay purposes. The District shall 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 forty (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 central office staff shall report for work when schools are closed for inclement weather unless otherwise arranged. Building office staff or other non-teaching staff are not ordinarily required to report to work when schools are closed for inclement weather. Non-teaching staff who miss work due to inclement weather shall confer with their supervisor regarding alternative schedules or leaves that may be approved (see policy 5234).

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Legal References:	RCW	28A.405.140	Assistance for teacher may be required after evaluation
		49.46.130	Minimum rate of compensation for employment in excess of forty hour work week–Exceptions
		49.46.120	Chapter establishes minimum standards and is supplementary to other laws–more favorable standards unaffected
	WAC	180-44	Teachers' responsibilities
		296-128-550	Regular rate of pay
		296-128-560	Compensating time off in lieu of overtime pay
		29 USC Ch 8, §§ 201-216 Fair Labor Standards Act	