

Notus School District No. 135

PERSONNEL

5210

Work Day

Length of Work Day - Certified

The length of a workday for a certified employee shall be set by the board, and as defined in the certified staff handbook. The workday is generally exclusive of lunch and extracurricular assignments but inclusive of preparation time and assigned duties.

Length of Workday – Classified

The length of a classified workday is governed by the number of hours for which the employee is assigned. The workday is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be established by the Supervisor.

Breaks

Hourly personnel may take one (1) fifteen-(15)-minute rest period for each four (4) hours that are worked in a day. Breaks will normally be taken in the middle of the first four (4) hours of a shift and in the middle of the second four (4) hours of the shift and should be scheduled in accordance with the flow of work and with the approval of the employee's supervisor.

Legal Reference: 29 USC 201 to 219
29 CFR 516, et seq.

Fair Labor Standards Act of 1985
FLSA Regulations

Policy History:

Adopted on: November 9, 2009

Revised on: May 10, 2016