

## Procedure - Length of Work Day

### Overtime and/or Compensatory Time for Eligible Staff

To comply with the Fair Labor Standards Act and the laws and rules of the State of Washington, the following procedures will be established:

- A. **Exempt or non-exempt status:** All certificated staff are exempt from the 40-hour work week. The district will determine the status of classified employees based upon the criteria established for defining administrative ([WAC 296-128-520](#)) or professional ([WAC 296-128-530](#)) status and any additional FLSA standards.
- B. **Work week:** Seven consecutive 24-hour periods make up the work week. Staff members are entitled to 1-1/2 times the regular rate of pay for all hours worked in excess of 40 hours per week if the overtime pay option is chosen. A staff member may plan, in conjunction with their supervisor, to take compensatory "time off" (straight time) in lieu of overtime pay so long as the staff member's assigned responsibilities are adequately covered during the planned absence. The staff member may accumulate up to 16 hours of compensatory time at which time the staff member must either take compensatory "time off" or receive pay for such excess hours. Staff members will not perform any work during assigned lunch periods or before or after their normal work schedule regardless of the voluntary nature of the work. Staff members who violate this regulation may be subject to disciplinary action.
- C. **Travel time:** Travel time, during a workday, to a meeting is compensable if done in a private vehicle and when it is required by the district.
- D. **Meal periods:** Staff members will not perform any duties during the employee's meal period.
- E. **Non-working time:** Time between shifts will be free of responsibilities or obligations. Standby time can be negotiated but must be at the rate of the minimum wage or more.
- F. **Classified Staff:** At the beginning of each school year all classified staff must complete the districts overtime form declaring a desire to be compensated for overtime by taking "Straight time" or by being paid at 1 1/2 of time their current.
- G. **Process:** On the 15<sup>th</sup> of each month any employee with overtime hours over the 16 hour limit will be compensated for the excess at a rate of 1 1/2 times their current rate pay check at the end of the month.
- H. **Records:** Records must be kept for a minimum of three years. A staff member's signature should appear on the time slip or sheet, which shows the hours worked each day. U. S. Department of Labor posters must be posted at each site.

Adoption Date: **12.23.19**  
**Mansfield School District**  
Revised/Reviewed Dates: **6.2.21**