

Work Day

Length of work Day - Certified

For purposes of this policy, Work Day for certificated employees is defined as the time an employee is expected to be on the school's premises. The Board and Administration recognize that certificated teaching professionals put in hours far in excess of those hours which they are expected to be at the school; however, this excess time is not considered as part of the Work Day for the purposes of this policy. All conditions pertaining to the certified work day, preparation periods, lunches, etc. are found in the current collective bargaining agreement. Arrival time shall generally be as directed by the building administrator or as stipulated in the agreement.

Length of Work Day - Classified

The length of a classified work day is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be a thirty (30) hours up to forty (40)-hour per week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for. The schedule will be established by the supervisor.

Employees shall not engage in any other employment or in a private business during the hours necessary to fulfill those duties assigned by the School District.

All employees will be expected to report to work on time. Likewise, employees are to complete their work at the designated time. Persistent tardiness or extension of work beyond the scheduled quitting time is sufficient cause for dismissal.

The District's work week begins Monday at 12:00 a.m. and ends Sunday at 11:59 p.m.

Employees shall not work overtime without prior permission from their immediate supervisor, except in cases of emergency. Each employee responsible for the supervision of employees shall receive authorization from the Superintendent or designee prior to authorizing overtime.

Employees who work overtime with prior approval will be allowed to claim the hours worked in accordance with the FLSA (Fair Labor Standards Act.) If the supervisor determines that the work was unforeseen or emergency in nature and pre-approval could not have been obtained, it will be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the employee will receive pay for the hours worked, but disciplinary action may be taken for failure to follow established policy.

Cross Reference: 5810

Compensatory Time and Overtime/Classified
Employees

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

Fair Labor Standards Act of 1985
FLSA Regulations
Idaho Department of Labor

Policy History:

Adopted on: 05/13/2013

Revised on: 04/14/2022