LENGTH OF WORK DAY

Regular building hours for teachers shall be one-half hour before school starts to one-half hour after school ends including a 30-minute duty-free lunch period. The starting and dismissal times, 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 on 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; and,

G. Participating in such other activities that pertain to the district's educational program.

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

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 40 hours during the regular work week. The regular work day shall include one 15 minute break for each four hours of work. 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 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. A staff member may accumulate up to 240 hours of compensating time. When the staff member reaches the 240-hour limit, he/she must either take compensating time off or receive pay for such excess hours.

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

Legal References:	29 USC Ch. 8 201-216	Fair Labor Standards Act
	RCW 49.46.130	Minimum rate of compensation for employment in excess of forty hour work week — Exceptions

RCW 49.46.120	Chapter establishes minimum standards and is supplementary to other laws — more favorable standards unaffected
28A.405.140	In-service training for teacher may be required after evaluation
WAC 180-44	Teachers' responsibilities
296-128-550	Regular rate of pay
296-128-560	Compensating time off in lieu of overtime pay

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