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SKPS [TA]
June 10th, 2026

ARTICLE 7

WORKWEEK, HOURS OF WORK

A. Hours of Work

1. A full-time work schedule shall consist of 40 ~~(forty)~~ hours within the designated workweek, worked on the basis of five ~~(5)~~ eight-hour days or four ~~(4)~~ ten-hour days. The workweek begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. ~~To the extent consistent with the operational needs and requirements of the District, such workdays shall normally be consecutive as scheduled by the District.~~
2. To the extent consistent with the operational needs and requirements of the District, the District will schedule work on a Monday through Friday basis. If the District intends to schedule a regular workweek including a Saturday or Sunday, the District will first seek volunteers among qualified employees, but will not be obligated to assign a modified workweek to a volunteer.
3. A four percent (4%) differential will be paid to employees who have a ~~continuous regular workweek~~ schedule that includes work on a Saturday and/or Sunday. ~~Shifting of days at an employee's request to a Saturday or Sunday does not entitle the employee to the differential.~~
4. The District ~~reserves the~~ maintains sole discretion ~~over to determine the~~ operational needs and requirements ~~of the District. Shifting of days at an employee's request to a Saturday or Sunday does not entitle the employee to the differential.~~
5. The District shall give a minimum of one ~~(1)~~ week advance notice prior to regular changes in reporting and end of shift times, except in case of emergency or reasonable student needs.
6. The District and the Association agree that supervisors and ~~bargaining unit members employees~~ ESPs share a collective responsibility to collaborate and communicate with each other to help prioritize the work to be performed within the assigned workday. If an employee is unable to reach resolution with the supervisor, the employee may utilize the complaint process for employees outlined in Article 20.
7. ~~An employee may only be assigned work that can be reasonably completed within their scheduled work time. Exceptions to this are when a supervisor approves additional work time for the employee to accomplish additional responsibilities or duties.~~
8. ~~If an ESP believes that they are assigned work in excess of (A)(7) or if they need assistance in prioritizing work tasks, or assigned work is causing the consistent submission of exception timesheets or the loss of lunch or rest breaks, the ESP may, after providing a written statement of the problem, have a meeting with their supervisor to discuss the issue. The supervisor shall provide a written response no later than 10 working days after the meeting.~~

B. Flex Time

Flex time is a modification to an employee's work schedule for one ~~(4)~~-workweek or less. An employee may request and a supervisor may approve the use of flex time by an employee for mutual benefit and when such an adjustment does not negatively impact the delivery of District services. Flex time will be used within the work week in which it is requested and will be tracked by the employee's work location. For example: an employee may request to work one ~~(4)~~-hour past their normal scheduled work on Monday in order to be allowed to leave early on another day within that workweek; or an employee may request to arrive one ~~(4)~~-hour later than scheduled on a given day but work one ~~(4)~~-hour longer on that same day. If an employee works additional hours that put the employee into overtime status, without their supervisor's approval, per Article 14, Section E (Overtime), a supervisor may determine that time will be flexed rather than paid overtime. The supervisor and employee will work collaboratively to determine when that time will be flexed.

At the end of a ~~work-week~~ ~~workweek~~, the employee will submit timekeeping with their unused flex time or time deduction (if they did not work the approved adjusted time) to their supervisor. All time will be adjusted based on the employee's rate of pay.

C. ~~Lunch~~ Periods

~~Each employee working six (6) or more consecutive hours shall receive a duty-free lunch period of at least one-half (1/2) hour. Such time as scheduled by the employee's supervisor, as nearly as practical to mid shift, shall be their lunch period. Lunch period shall not be credited as time worked.~~

D.C. ~~Rest and Meal~~ Periods

Each employee shall receive a 15 ~~(fifteen)~~-minute break for every segment of four ~~(4)~~-hours or major portion thereof worked in one ~~(4)~~-work period of consecutive service, with the break coming as close as practical to the middle of the work segment. Such breaks shall be designated and scheduled by the supervisor. It is prohibited for an employer to allow employees to add the rest period to a meal period or to deduct rest periods from the beginning or end of the employee's work shift. ~~(See the following chart for break and meal period information.)~~

~~Each employee working six (6) or more consecutive hours shall receive a duty-free lunch period of at least one-half (1/2) hour. Such time as scheduled by the employee's supervisor, as nearly as practical to mid shift, shall be their lunch period. Lunch period shall not be credited as time worked.~~

~~(See the following chart for break and meal period information.)~~

Length of work period	Number of rest breaks required	Number of meal periods required
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1

10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2

E. Accruals

1. For hourly employees, sick leave and vacation time will be based on actual hours worked, including additional earnings, up to 40 (forty) hours per week, in the employee's regular position during the employee's regularly assigned work year.

2.1 Less than 12-month employees shall accrue vacation and sick leave for any work performed in their same classification during scheduled recess periods.

D. Logistics Time

1. No ESP will be required to design instruction or assessments or perform other duties of a Teacher of Record, as defined in OAR 584-210-0200. ESPs who are assigned to assist in the preparation of student materials will be provided time to do so.

2. Prior to their initial work with a student, and when relevant to their assignment, ESPs will have time to review an IEP, 504, behavior, medical protocol, or other plan designed to support the student.

E. Inclement Weather

Essential Employees

In a District-wide, full-day inclement weather closure, when the district directs "Essential ESPs" to not report, the district will provide "Essential ESPs" one day of their regular pay without the use of an accrual as defined by district policy.

Non-Essential Employees

Non-Essential ESPs will not be required to use accruals for up to four district announced inclement weather delays as defined by district policy.

