

PERSONNEL

Work Day - Certified

For purposes of this policy, a work day for certified employees is defined as the time an employee is expected to be on the school's premises. The Board and Administration recognize that certified 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.

The length of a work day for a full-time certified employee shall be seven and one-half (7 1/2) hours. The work day is exclusive of a 30 minute, duty-free lunch period and extracurricular assignments, but inclusive of preparation time and assigned duties. Contract time shall start one-half (1/2) hour before classes begin unless an exception is granted by the building principal. The length of a given work day may be shortened by the building principal, provided however, that such shortening does not violate any District Policies, state rules, regulations, or laws of the State of Idaho regarding the length of the instructional day.

Work Day – Classified

Work day for classified employees is defined as the length of time of scheduled work for the individual classified employee. No work outside of this time frame is expected, required, or approved.

Cross Reference:

5810 Compensatory Time and Overtime/Classified Employees

Legal Reference:

29 USC 201 to 219 Fair Labor Standards Act of 1985

29 CFR 516, *et seq.* FLSA Regulations Idaho Department of Labor

Policy History:

Adopted on: August 13, 2012

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