

LENGTH OF WORK DAY

Regular building hours for teachers shall be 30 minutes before school starts to 30 minutes after school ends including a 30-minute duty-free lunch period. Individual schools may request a board waiver from these district-wide provisions. The starting and dismissal times for students, which may vary from school to school, shall be determined by the Superintendent.

Fulfilling professional responsibilities will often require that teachers spend time outside of building hours.

Unless otherwise specified, the work-day for certificated staff assigned to the district administrative office 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 an Administrator 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 compensating time off in lieu of overtime pay. Compensating hours will be calculated on a one -to-one basis. It is the staff member's responsibility to complete a timesheet for extra pay and request that they receive compensating time instead of pay, on the form, and submit it to the Administrator. The Administrator is responsible for tracking the number of compensating hours their staff have available. Compensating hours must be used within 14 days of the day it was earned with a maximum accrual of 24 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
	49.46.120	Chapter establishes minimum standards and is supplementary to other laws — more favorable standards unaffected
	28A.405.140	Assistance for teacher may be required after evaluation

Legal References:

WAC	296-128-550	Regular rate of pay
	296-128-560	Compensating time off in lieu of overtime pay

Management Resources:

<i>Policy News</i> , June 2006	Certified Staff Work Hours
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College Place School District No. 250