

PERSONNEL

Length of Work Day

A. Certificated Employees

Regular working hours for certificated employees shall include time before school starts, after school ends, and 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.

B. Non-exempt Classified Employees

A non-exempt classified employee shall be paid at the rate of one and one-half (1.5) times the employee's regular hourly rate when he or she works for more than forty (40) hours during the regular work week. Overtime hours shall be authorized in advance by the supervisor. The regular work day shall include one fifteen (15) minute paid break for each four (4) continuous hours of work and an unpaid lunch period of not to exceed one (1) hour. The district shall be responsible for establishing the work day schedule for each classified employee.

C. Exempt Classified Employees and Administrators

Unless otherwise specified, the work day for administrators, supervisors, and all classified employees exempt from overtime provisions shall be eight (8) hours per day exclusive of the lunch period.

Legal References:	29 USC Ch. 8	Fair Labor Standards Act
	RCW 49.46	Minimum Wage Act
	RCW 28A.405	Certificated Employees
	WAC 180-44	Teacher's responsibilities
	WAC 296-128-550	Regular rate of pay
	WAC 296-128-560	Compensating time off in lieu of overtime pay

Adoption Date: January 23, 2006