

## LENGTH OF WORK DAY

Regular building hours for teachers shall be (insert here the start time for your district, e.g. one-half hour) before school starts to (insert here the end time for your district, e.g. one-half hour) 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 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, flex time off in lieu of overtime pay. Flex time is to be used in a pre-agreed 30 day period. If that is not possible a Memo of Understanding will be drawn up between the supervisor and employee detailing when the time will be used. 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

RCW 49.46.130

RCW 49.46.120

28A.405.140

WAC

296-128-550

296-128-560

Fair Labor Standards Act

Minimum rate of compensation for  
employment in excess of forty hour  
work week — Exceptions

Chapter establishes minimum standards  
and is supplementary to other laws  
— more favorable standards  
unaffected

Assistance for teacher may be required  
after evaluation

Regular rate of pay

Compensating time off in lieu of  
overtime pay

Management Resources: *Policy News*, June 2006

Certificated Staff Work Hours

**Adoption Date: February 2003**

**Pateros School District**

**Revised: 6.2010**

**Classification: Optional**