Length of Work Day

Certificated Staff
Regular building hours for teachers will be one-half hour before school starts to one-half hour after school ends, unless otherwise negotiated, 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, will be determined by the district.

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

1. Preparing for instruction of classes;
2. Consulting with students when necessary;
3. Consulting with parents when it is not possible for the parent to meet with the teacher during building hours;
4. Participating in curriculum development committees leading towards the improvement of the educational program;
5. Attending staff meetings, including in-service training provided by the district in the area of teaching skills needing improvement;
6. Supervising and directing co-curricular activities not specifically included in the district’s co-curricular program; and
7. 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 will be 8 hours per day exclusive of the lunch period.

Classified Staff
A classified hourly staff member will 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 will include one 15 minute break for each four hours of work. A lunch period not to exceed one hour will be scheduled, but will not be counted for pay purposes. The district will 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, compensating time off in lieu of overtime pay. A staff member may accumulate up to 80 hours of compensating time. When the staff member reaches the 80-hour limit, he/she must either take compensating time off or receive pay for such excess hours.

Year round-custodial, maintenance and district office staff will report for work when schools are closed for inclement weather unless the superintendent or designee considers roads too hazardous to travel. Staff may use emergency, personal or vacation leave

Legal References:

- 29 USC § 201 et seq. Fair Labor Standards Act
- RCW 28A.405.140 Assistance for teacher may be required after evaluation
- 49.46.120 Chapter establishes minimum standards and is supplementary to other laws
— more favorable standards 
unaffected

49.46.130

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

WAC 296-128-550

Regular rate of pay

296-128-560

Compensating time off in lieu of 
overtime pay


Certificated Staff Work Hours
Length of Work Day

Overtime and/or Compensatory Time
To comply with the Fair Labor Standards Act and the laws and rules of the State of Washington, the following procedures will be established:

A. Exempt or non-exempt status: All certificated staff are exempt from the 40-hour work week. The district will determine the status of classified employees based upon the criteria established for defining executive (WAC 296-128-520) or professional (WAC 296-128-530) status and any additional FLSA standards.

B. Work week: Seven consecutive 24-hour periods make up the work week. Staff members are entitled to 1-1/2 times the regular rate of pay for all hours worked in excess of 40 hours per week. A staff member may elect to take compensating "time off" (straight time) in lieu of overtime pay. Compensating overtime will be at the rate of 1-1/2 times the hours worked or the staff member may accumulate up to 80 hours of compensating time at which time the staff member must either take compensating "time off" or receive pay for such excess hours. Staff members will not perform any work during lunch periods or before or after work hours regardless of the voluntary nature of their work. Staff members who violate this regulation are subject to disciplinary action.

C. Travel time: Travel time, during a workday, to a meeting is compensable if done in a private vehicle and when it is required by the district.

D. Meal periods: Staff members will not perform any duties during the employee’s meal period.

E. Non-working time: Time between shifts will be free of responsibilities or obligations. Standby time can be negotiated but must be at the rate of the minimum wage or more.

F. Records: Records must be kept for a minimum of three years. A staff member’s signature must appear on the time slip or sheet, which shows the daily arrival and departure time. U. S. Department of Labor posters must be posted at each site.