

5231: LENGTH OF WORK DAY

Regular building hours for teachers shall be determined by the superintendent or designee and staff will be notified of these times prior to the start of each school year. The hours will be posted at the school and on the district website for community members' information. Teachers will have a 30-minute duty free lunch. 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 regular building hours. Such professional responsibilities include, but are not limited to:

- 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.

Classified Staff: 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 10 minute break for each four hours of work. A lunch period of at least 30 minutes, but not to exceed one hour shall be scheduled but shall not be counted for pay purposes for staff that are scheduled for five (5) hours or more per day. 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, compensating time off in lieu of overtime pay. A staff member may accumulate up to 240 hours of compensating time. When the staff member reaches the 240-hour limit, he/she must either take compensating time off or receive pay for such excess hours.

Unless prior approval to work beyond specified working hours is received by a supervisor, staff members shall not perform any work during lunch periods or before or after hours regardless of the voluntary nature of their work. Staff members who violate this regulation are subject to disciplinary action.

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
	296-128-550	Regular rate of pay

296-128-560

Compensating time off in lieu of overtime
pay

Management Resources:

Policy News, June 2006

Certificated Staff Work Hours

Adoption Date: March 2005
Camas School District
Revised: November 2008
Revised: April 2009