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 will be 7 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 10 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 75 hours of compensating time. When the staff member reaches the 75 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 will report for work when schools are closed for bad weather when required by the superintendent or designee.

Legal References: 29 USC § 201 et seq. Fair Labor Standards Act
RCW 28A.405.140  Assistance for teacher may be required after evaluation

RCW 28A.405.466  Presence of certificated personnel at school before and after school-Policy

RCW 49.46.120  Chapter establishes minimum standards and is supplementary to other laws — more favorable standards unaffected

RCW 49.46.130  Minimum rate of compensation for employment in excess of forty hour work week — Exceptions

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

Management Resources: Policy News, June 2006  Certificated Staff Work Hours

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