Length of Work Day

Administrators

Administrators are Fair Labor Standards Act (FLSA) exempt and do not have regularly set, predeter
determined work hours. Administrators are expected to report to work during the established
public hours of the site(s) to which the administrator is assigned and consistent with all district
expectations and directives. Administrators are expected to work before and after established
public hours of the assigned site(s) to accomplish job duties.

Certificated Staff

Regular building hours for teachers and other certificated, non-administrative staff will be one-
half hour before school starts to one-half hour after school ends, unless otherwise determined,
including a 30-minute duty-free lunch period. Individual schools may request a board waiver
from these district-wide provisions consistent with applicable provisions of collective bargaining
agreements. 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, planning lessons;
2. Consulting with students grading assignments, completing paperwork;
3. Improving communication with parents, including, but not limited to, initiating contact
   with parents after or before building hours;
4. Participating in curriculum development committees leading towards the improvement of
   the educational program;
5. Attending staff meetings, including attending necessary professional development,
   provided by the district, to improve and maintain teaching skills;
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.

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 or
consistent with applicable provisions of collective bargaining agreements. Staff schedules and
breaks will comply with the Fair Labor Standards Act. The district will be responsible for
establishing the work day and 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 consistent with applicable
provisions of collective bargaining agreements. A staff member may accumulate up to 75 hours
of compensatory time. When the staff member reaches the 75 hours limit compensatory time
will cease to accrue and the staff member, 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** Regular rate of pay
- **296-128-560** Compensating time off in lieu of overtime pay

Management Resources: *Policy & Legal News*

**Policy News**

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