

Work Day

For purposes of this policy, Work Day for certificated employees is defined as the time an employee is expected to be on the school's premises. The Board and Administration recognize that certificated teaching professionals put in hours far in excess of those hours which they are expected to be at the school; however, this excess time is not considered as part of the Work Day for the purposes of this policy.

Work Day for classified employees is defined as the length of time of scheduled work for the individual classified employee. No work outside of this time frame is expected, required, or approved.

ARTICLE VII - CONDITIONS OF EMPLOYMENT

(for Certificated Employees only - taken from the Professional Agreement)

Time Guide: The teachers' day is an eight (8) hour day including a duty-free, twenty-five to thirty (25 to 30) minute lunch period, with the exact schedule being determined by each school.

Exceptions to the eight (8) hour day may be granted in advance by the building principal. On Fridays, teachers may leave thirty (30) minutes after the end of the students' last class period provided the teacher has worked at least seven and one-half (7 ½) hours during the day. On days before holidays, teachers may leave as soon as possible after the students leave.

Length of Work Day - Classified

The length of a classified work day is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be a six-(6)-hour per day/thirty (30)-hour per week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be established by the supervisor.

Cross Reference: Policy 5810

Compensatory Time and Overtime/Classified Employees

Legal Reference: 29 USC 201 to 219
29 CFR 516, *et seq.*

Fair Labor Standards Act of 1985
FLSA Regulations
Idaho Department of Labor

Policy History:

Adopted on: April 16, 2015

Revised on: