

1 **Browning Public Schools**

2  
3 Policy #5221

4 Policy Name: *Work Days*

5 Regulation: -----

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7 **Certified**

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9 Instructional staff will be on duty a minimum period of 180 pupil instructional days and seven (7)  
10 pupil instruction related days exclusive of holidays and vacations. A specific time schedule will be  
11 provided to the teaching staff during the preschool orientation sessions.

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13 Length of the workday for certified employees is specified in the Master Contract between Browning  
14 Public Schools and the Browning Federation of Teachers. The work day is generally exclusive of  
15 lunch and extracurricular assignments but inclusive of preparation time and assigned duties.

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17 **Classified**

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19 The length of a classified work day is governed by the number of hours for which the employee is  
20 contracted. A "full-time" employee shall be considered to be an 8-hour per day/40-hour per week  
21 employee. The work day is exclusive of lunch (or dinner) but inclusive of breaks unless otherwise  
22 and specifically provided for by the individual contract. The schedule will be established by the  
23 supervisor.

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25 **Breaks**

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27 A daily morning and afternoon rest period of fifteen (15) minutes may be available to all full-time,  
28 classified employees. Hourly personnel may take one fifteen (15) minute rest period for each four  
29 (4) hours that are worked in a day. Breaks will normally be taken approximately in mid-morning  
30 and mid-afternoon and should be scheduled in accordance with the flow of work and with the  
31 approval of the employee's supervisor.

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34 **Legal Reference:** 29 USC 201 to 219 Fair Labor Standards Act of 1985  
35 29 CFR 516, et seq. FLSA Regulations  
36 § 39-3-405, MCA Overtime compensation  
37 § 39-4-107, MCA State and municipal governments, school districts, mines,  
38 mills, and smelters  
39 10.65.103(2), ARM Program of Approved Pupil Instruction-Related Days  
40 24.16.102, et seq., ARM Wages and Hours

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42 **Policy History:**

43 Adopted on: 6/30/97

44 Revised on: 3/13/07, 5/30/07, 3/26/14

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