



Policy 5210 - 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.

The length of a work day for a certified employee shall be **7:30am – 4:30pm hours** for a full-time certified employee. The work day is generally exclusive of lunch and extracurricular assignments, but inclusive of preparation time and assigned duties. Arrival time shall generally be one-half hour before classes begin or as otherwise directed by the building principal.

[OPTIONAL]– Other conditions pertaining to certified work day, preparation periods, lunches, etc., **are may be** found in the employee handbook approved by the Board of Trustees. Such handbooks may change from time to time and a new handbook will be approved by the Board for each school year.

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 an **eight hours per day**, 40 hours 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. **Normal office hours in the District will be _____ a.m. to _____ p.m.**

[OPTIONAL] Breaks

A daily morning and afternoon rest period of 15 minutes may be available to all full-time, classified employees. Hourly personnel may take one 15 minute rest period for each four hours that are worked in a day. Breaks will normally be taken approximately in mid-



morning and mid-afternoon and should be scheduled in accordance with the flow of work and with the approval of the employee's supervisor.

Legal References:

Legal References	Description
29 CFR 516	Records to be Kept by Employers
29 USC § 201 et seq.	The Fair Labor Standards Act of 1985
Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/
Cross References	
Code	Description
5810	<u>Compensatory Time and Overtime/Classified Employees</u>

Adopted:

Revised:

Reviewed: