

Work Day

Certificated

For purposes of this policy, work day for certificated employees is defined as the minimum time an employee is expected to be on the school's premises. The Board and administration recognize 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.

Other conditions pertaining to certified work day, preparation periods, lunches, etc., are found in the Master Articles approved by the Board of Trustees.

Classified

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 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: 5810 Compensatory Time and Overtime/Classified Employees

Legal Reference: 29 USC 201 to 219 Fair Labor Standards Act of 1985
 29 CFR 516, *et seq.* FLSA Regulations, Idaho Department of Labor

Policy History:

Adopted on: 12/7/15

Revised on: