

**Cle Elum-Roslyn School District No. 404**

**Board Policy**

**Personnel**

**5231**

Length Of Work Day

Certificated

Regular building hours for teachers shall be one-half hour before school starts to one-half hour after school ends including a 30-minute duty-free lunch period. The starting and dismissal times, which may vary from school to school, shall be determined by the district.

Fulfilling professional responsibilities will often require that teachers spend time outside of building hours. Such professional responsibilities include:

- A. Preparing for instruction of classes;
- B. Consulting with students when necessary;
- C. Consulting with parents when it is not possible for the parent to meet with the teacher during building hours;
- D. Participating on curriculum development committees leading towards the improvement of the educational program;
- E. Attending staff meetings including in-service training provided by the district in the area of teaching skills needing improvement;
- F. Supervising and directing co-curricular activities not specifically included in the district's co-curricular program; and,
- G. Participating in such other activities that pertain to the district's educational program.

Classified

A classified hourly staff member shall 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. The district shall be responsible for establishing the work day 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 shall grant, at the staff member's request, compensating time off in lieu of overtime pay. A staff member may accumulate up to 24 hours or 3 days whichever comes first of compensating time. When the staff member reaches the 24 hour or three day limit, he/she must either take compensating time off or receive pay for such excess hours. The employee will determine which option to receive.

Custodial/maintenance and district office staff shall report for work when schools are closed for bad weather when required by the superintendent or designee.

For Certificated and Classified employees, a work week shall begin on Sunday and end on Saturday.

Legal References: 29 USC 201 - 216 Fair Labor Standards Act  
RCW 49.46.130 Minimum rate of compensation for employment in  
excess of forty hour work week--Exceptions  
RCW 49.46.120 Chapter establishes minimum standards and is  
supplementary to other laws--more favorable  
standards unaffected  
RCW 28A.405.140 In-service training for teacher may be required after  
evaluation  
WAC 180-44 Teachers' responsibilities  
WAC 296-128-550 Regular rate of pay  
WAC 296-128-560 Compensating time off in lieu of overtime pay

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