

Length of Work Day for Certificated Employees

The work day for elementary and middle school teachers shall not exceed seven and one-half (7 ½) hours. The work day for high school teachers shall not exceed seven (7) hours and thirty-five (35) minutes. The work day for counselors and psychologists shall not exceed seven and three-quarters (7 ¾) hours.

Elementary teachers shall work from 8:15 a.m. to 3:45 p.m. Middle school teachers shall work from 7:30 a.m. to 3:00 p.m. High school teachers shall work from 7:30 a.m. to 3:05 p.m. All teachers shall have at least a thirty (30) minute duty free lunch. All scheduling of counselors and psychologists for their seven and three quarter (7 ¾) hour day shall be determined cooperatively by the supervisor and the counselor and/or psychologist to meet individual building and/or program needs.

Prior approval shall be obtained from the building principal or designee whenever it is necessary for the teacher to leave the building during the work day, excluding the thirty (30) minute duty free lunch period.

Prior to the first regularly scheduled class, teachers shall be readily available to students, parents, principals and other staff members.

Department, program, and/or building meetings beyond the work day may be called by the principal, department chairperson, or program administrator. The teacher shall be expected to attend such meetings, which shall be reasonable in length and frequency.

Fulfilling professional responsibilities will often require that teachers spend time outside of building hours. Such professional responsibilities include, but are not limited to:

- 1.1 preparing for instruction of classes;
- 1.2 consulting with students when necessary;
- 1.3 consulting with parents when it is not possible for the parent to meet with the teacher during building hours;
- 1.4 participating on curriculum development committees leading towards the improvement of the educational program;
- 1.5 attending staff meetings including district inservice training in the area of teaching skills in which improvement is needed, such as classroom management;
- 1.6 supervising and directing co-curricular activities not specifically included in the district's co-curricular program; and
- 1.7 participating in such other activities that pertain to the district's educational program.

In order to comply with the Fair Labor Standards Act and the laws and rules of the State of Washington, the following processes shall be established:

1. Exempt or Non-exempt Status

All certificated staff are exempt from the forty (40) hour work week. The district will determine the status of classified employees based upon the criteria established for defining executive

(WAC 296-128-520) or professional (WAC 296-128-530) status and any additional FLSA standards.

2. Travel Time

Travel time to a meeting is compensable if done in a private vehicle and when it is required by the district.

3. Meal Periods

Staff members shall not perform any duties during the employee's meal period.

4. Records

Records must be kept for a minimum of three (3) years. A staff member's signature must appear on the time sheet, which shows the daily arrival and departure time.

U. S. Department of Labor posters must be posted at each site.

Cross Reference:

(cf.: 5223 – Conflicts of Interest)

(cf.: 5228 – Outside Employment)

Legal Reference:

RCW 28A.405.140 Inservice training for teacher may be required after evaluation
 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

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

Fair Labor Standards Amendments of 1985

Adoption Date:

581103
 600520
 771107
 780418
 950919
 000613
 090615