

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.

Length of Work Day - Certified

Teachers are expected to be in their classroom or engaged in school duties during the regular contracted day. Exceptions are granted for teachers involved in school activities such as music, sports or school committees.

If it is necessary for a teacher to leave the building during the school day in the performance of their duties or for personal reasons, they will sign out of their building indicating where they might be reached in an emergency, and verbally give such information and get permission from the building principal.

The hall duty teacher must be on duty when the building is opened in the elementary schools. When students are admitted to their rooms, teachers must be in their room or in the hall adjacent to their room. Failure to comply will be noted as a matter of record in the personnel file of the teacher. Excessive notations may result in disciplinary action against the teacher.

The contracted school day will be seven and three-fourths hours long. Secondary teachers will be allowed a preparation period. Teachers will be allowed a lunch break of approximately one half hour. The division of the school day into teaching blocks of specific times is the prerogative of the Board of Trustees.

Schools must be opened in inclement weather at the time of the first bus arrival.

Contracted Shared Time Positions

Certified staff who requests a shared time position will do so in writing to the building principal or the director to whom they report. A principal may recommend approval of this arrangement for a specific assignment if the principal and staff agree to the following:

1. The shared time staff and the administrator agree on the division of the professional duties and of instructional responsibilities.
2. Shared time staff will attend all conferences, meetings and inservice activities as if they were full time employees.
3. If one of the partners in a shared time position is unable to fulfill the contract, the remaining partner will be given the opportunity to assume a full time contract for the balance of the contract year. Should the remaining partner wish to remain shared time, the district will attempt to hire a replacement for the portion of the contract that is not filled. If the district is unable to hire a qualified replacement, the remaining partner will be obligated to assume a full time contract for the balance of the contract.
4. If, at the end of the year, one of the shared time partners resigns or applies for a full time reassignment, the remaining shared time partner must resign, apply for a full time reassignment or reapply with another shared time partner.

5. Each shared time partner's salary will be prorated based on their placement on the salary schedule and their portion of the assignment. Employer paid benefits agreed to in the negotiated agreement would be prorated based on their portion of the assignment.
6. Sick leave and personal leave will accrue on a half-day basis for all shared time employees.
7. Reassignment to full time employment will follow district policy for reassignment.

Part Time Positions

Certified staff may be assigned to a part time position of one half position or more to meet specific program needs. A principal may recommend approval of this arrangement for a specific assignment if the principal and staff member agree to the following:

1. The part time staff member and the administrator agree on the professional duties and instructional responsibilities.
2. Part time staff will attend all conferences, meetings and inservice activities as if they were full time employees.
3. Part time salary will be prorated based on placement on the salary schedule and the time on assignment. Employer paid benefits agreed to in the negotiated agreement will be prorated based on half time assignment until the time on assignment exceeds seventy five percent of the position. At that time the district will provide full benefits.
4. Sick leave and personal leave will accrue on a half-day basis until time on assignment exceeds seventy five percent of the position. At that time the district will accrue full days.

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 a six (6) to eight (8) hour per day / thirty (30) to forty (40) hour 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.

Classified staff may be assigned to a part time position to meet specific program needs. A principal may recommend approval of this arrangement for a specific assignment if the principal and staff member agree to the following:

1. The part time staff member and the administrator agree on the duties and responsibilities.
2. Part time salary will be prorated based on placement on the salary schedule and the time on assignment. Employer paid benefits will be prorated based on half time assignment until the time on assignment exceeds seventy five percent of the position. At that time the district will provide full benefits.

Sick leave and personal leave will accrue on a half time basis until time on assignment exceeds seventy five percent of the position. At that time the district will accrue full days. District benefits are not provided for classified employees less than ½ time.

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

Policy History:

Adopted on:      03/25/2008  
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