

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 from 7:30 AM-4:06 PM 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.

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 a minimum of 30 hours per week. 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 References: 29 USC § 201 *et seq.*  
29 CFR 516

The Fair Labor Standards Act of 1985  
Records to be Kept by Employers

Policy History:

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