

# **Kimberly School District**

## **PERSONNEL 5221**

### Work Day

#### **Length of Work Day – Certified**

All conditions pertaining to the certified work day, preparation periods, lunches, etc., are found in the current collective bargaining agreement. All certificated staff members are to be on campus one-half ( $\frac{1}{2}$ ) hour prior to the school day beginning for students and remaining for one-half ( $\frac{1}{2}$ ) hour after the school day for students is completed unless directed by the school principal.

The length of a work day for a certified employee shall be seven and one-half ( $7 \frac{1}{2}$ ) hours for a full-time certified employee. The work day is generally exclusive of lunch and extra curricular assignments but inclusive of preparation time and assigned duties except district and school-wide meetings. Other conditions pertaining to certified work day, preparation periods, lunches, etc., are found in the current collective bargaining agreement.

#### **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 an eight (8) hour per day / 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. Normal office hours in the schools shall be: 7:30 a.m. to 4:00 p.m. and for the district office the hours will be 7:30 a.m. to 4:30 p.m.

#### **Breaks**

A daily morning and afternoon rest period of fifteen (15) minutes may be available to all full-time, classified employees. Hourly personnel may take one (1) fifteen (15) minute rest period for each four (4) hours that are worked in a day. Breaks will normally be taken approximately in mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work and with the approval of the employee’s supervisor.

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

Policy History:

Adopted on: January 27, 2004

Revised on: