

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.~~

It is the policy of the Kimberly School District to comply with state and federal laws regarding rest and meal breaks. Failure of classified employees to timely return to work from rest or meal breaks may subject the employee to disciplinary action up to and including termination. Employees are to be completely relieved from duty during meal break. If an employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The timing of Classified Employee Meal/lunch breaks shall be determined by the Classified Employee's supervisor.

Following are the minimum break/mealtimes corresponding to number of hours in a work shift:

More than four (4) hours and less than six (6):

- One (1) fifteen-minute compensable break

More than six (6) hours and less than eight (8):

- Two (2) fifteen-minute compensable breaks

Eight (8) hours or greater:

- Two (2) fifteen-minute compensable breaks and one (1) Non compensable (30) thirty-minute meal break

Taking into consideration such things as safety and the needs of the program the supervisor may determine additional compensable breaks and non-compensable meal breaks will be provided. On an annual basis, or as the needs change, the supervisor will review with classified employees their daily work schedule.

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

Policy History:

Adopted on: Nov. 21, 2003

Revised on: