

PERSONNEL

Length of Work Day

Regular building hours for teachers shall be 7 ½ hours to include one-half hour before school starts and one-half hour after school ends, including a 30-minute duty-free lunch period. The starting and dismissal times, which may vary from school to school, shall be determined by the District.

Teachers shall spend the 30 minutes prior to and after school ends for the following professional responsibilities:

- A. Preparing for instruction of classes;
- B. Consulting with students;
- C. Consulting with parents;
- D. Participating on curriculum development committees leading towards the improvement of the educational program;
- E. Attending staff meetings;
- F. Participating in such other activities that pertain to the District's educational program.

Unless otherwise specified, the workday for certificated administrators assigned to the District administrative office and annex and all classified staff shall be eight (8) hours per day exclusive of the lunch period.

The Central Kitsap School day shall consist of approximately two and half (2 ½) hours of kindergarten, six (6) hours of grades one (1) through six (6), six (6) hours for grades seven (7) through nine (9), and a six-hour program offering for grades ten (10) through twelve (12).

Consistent with federal and state regulations, the District shall establish and maintain a defined workweek for classified employees.

1. The workweek for classified employees shall be defined as a seven-day week, commencing at 12:00 a.m. Monday through 12:00 midnight the following Sunday.
2. Employees shall normally work a five-day schedule of no more than 40 hours, Monday through Friday, with two consecutive days of rest, Saturday and Sunday. If the work schedule is different than Monday through Friday, the supervisor shall so notify the employee and the human resources office.

Legal References:

29 USC 201 - 216 Fair Labor Standards Act

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

RCW 28A.405.140 In-service training for teacher may be required after evaluation

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

Adoption Date: June 22, 1988

Revised: May 23, 2001