Work Day During Health Emergency

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 or teleworking. 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 8.5 hours 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 for employees working on-site shall generally be one-half hour before classes begin or as otherwise directed by the building principal.

Telework Policies

Employees who have been pre-approved for telework may use the conditions outlined in Policy 5212C. In the case of school closures, additional employees may be approved to utilize Policy 5212C to report to work.

Length of Work Day - Classified

The length of a classified work day is governed by the number of hours the employee is assigned. A "full-time" employee shall be considered to be an eight hours per day, 40 hours 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 District will be 8 a.m. to 4 p.m.

Cross Reference: § 5810 Compensatory Time and Overtime/Classified Employees

Legal References:	29 U.S.C. § 201 *et seq*.	The Fair Labor Standards Act of 1985
	29 C.F.R. Part 516	Records

to be kept by Employers

Policy History:
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