

Gooding Joint School District No. 231

PERSONNEL

5210

Work Day and School Day

The length of a work day for a certified employee shall be eight (8) 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. Any variance from these hours by reason of teacher absence, as defined in the Board's policy relative to absences, or by reason of a required scheduling change, as determined by the Superintendent or building principal, shall be with prior written permission or allowed by administrative rules or regulations promulgated in conformance with this or with subsequent Board policies duly adopted.

All absences from the classroom must be in accordance with the proper procedure as outlined in the Board's policy relative to teacher absences. Certified personnel (full time and part time) are also expected to attend all general staff meetings, as well as a reasonable number of open houses, Board/staff meetings, parent/teacher conferences, etc., which may occur outside of the school day.

School Day

Except for part-time and special contract situations, the Board of Trustees of Gooding Jt. School District has determined that all certificated professional personnel shall be in their classrooms between the hours of 7:30 a.m. and 4:00 p.m., Monday through Thursday, for the purposes of class instruction, consultation with students and/or parents, and preparation, etc.

Any variation from these hours by reason of teacher abuse, as defined in the policies relative to absences, or by reason of a required scheduling change, as determined by the superintendent or principal, shall be with prior written permission, or allowed by administrative rules or regulations promulgated in conformance with this or with subsequent Board policies duly adopted.

All absences from the classroom must be in accordance with the proper procedure as outlined in the Board's policy relative to teacher absences.

Certified personnel (full time and part time) are also expected to attend all general staff meetings, as well as a reasonable number of open houses, Board/staff meetings, parent/teacher conferences, etc., which may occur outside of the school day.

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 any employee working 28.5 hours or more a 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. Normal office hours in the District office 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.

Cross Reference: 5810

Compensatory Time and Overtime/Classified
Employees

Legal Reference: 29 USC 201 to 219
29 CFR 516, *et seq.*

Fair Labor Standards Act of 1985
FLSA Regulations
Idaho Department of Labor

Policy History:

Adopted on: April 9, 2013

Revised on: 5/21/19