

Bruneau-Grand View Joint School District #365

PERSONNEL

5210

Work Day

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. 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 based on the current year contract times for a full-time certified employee. Arrival time shall generally be one-half hour before classes begin or as otherwise directed by the building principal.

Other conditions pertaining to certified work day, preparation periods, lunches, etc., are found in the employee handbook approved by the Board of Trustees. Such handbooks may change from time to time and a new handbook will be approved by the Board for each school year.

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 over 20 hours per week. The work day includes lunch and breaks not to exceed 60 minutes total, unless otherwise and specifically provided for by the individual contract.

Cross Reference: 5810

Compensatory Time and
Overtime/Classified Employees

Legal References: 29 USC § 201 *et seq.*
29 CFR 516

The Fair Labor Standards Act of 1985
Records to be Kept by Employers

Policy History:

Adopted: 3/11/25

Review: 1/14/25, 2/4/25, 3/4/25