

West Bonner County School District

PERSONNEL

5210C

Work Day During Health Emergencies

For the 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.

The work day is generally exclusive of lunch and extracurricular assignments but inclusive of preparation time and assigned duties. Other conditions pertaining to certified work day, preparation periods, lunches, etc., are found in the current collective bargaining agreement. Teachers are required to be in the building or at the job site a minimum of one-half (1/2) hour before classes begin and one-half (1/2) hour after classes end or as directed by the building principal. The length of a given work day may be shortened by the immediate supervisor, provided however, that such shortening does not violate any state rules and regulations, or laws of the State of Idaho regarding the length of the school day.

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.

Each teacher shall be provided a daily duty-free lunch period of at least thirty (30) continuous minutes within the workday. Teachers are not to be assigned extra duty during the duty-free lunch period.

During the instructional day, all elementary teachers shall be provided with a minimum of one (1) uninterrupted thirty (30) minute preparation period per day. The present procedure of one (1) continuous class period of preparation time per day during the instructional day for the junior high will continue unaltered. Secondary teachers on the block schedule will be provided a minimum of forty-five (45) minutes of preparation time every other day, and a full uninterrupted class period of preparation time every other day. If an employee is half time or greater, he/she shall receive a pro-rated preparation period.

Before the end of the year, a committee made up of administration and teachers in leadership positions at each building may recommend adjustment of the preparation period in the building for the following year.

Teachers will not be required to give up their preparation time or take additional workload to monitor another teacher's classroom unless an emergency exists.

Release Time for Certificated Employees

Each certificated employee of the district is entitled to release time for service on committees and commissions established by the State of Idaho, or established by the legislature, or established by any of the departments or agencies of the State of Idaho.

Each certificated employee will be entitled to five (5) days of release time, and additional time would be allowed at the discretion of the board.

The certificated employee will not lose any salary or other benefits because of release time for service on any committee or commission. The employee will not be required to make up any release time spent in serving on any committee or commission. The amount of any honorarium or compensation received for services on committees or commissions, except actual and necessary expenses, will be deducted from salary otherwise due the certificated employee.

Work Day - Classified

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 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 district will be 8:00 a.m. to 4:00 p.m. All time sheet employees, with the exception of bus drivers, who have a work day of five (5) plus hours per day will be required to take a minimum of a thirty (30) minute lunch break.

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: Policy 5810 Compensatory Time and Overtime/Classified Employees

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

Policy History:

Adopted on: August 19, 2020

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