

**POLICY - NON-REPRESENTED CLASSIFIED EMPLOYEES
WORK SCHEDULE/OVERTIME**

5221

For purposes of this policy and its implementation, the following shall serve as definitions of employee designations:

1. A full-time employee (260/243 day) shall be scheduled eight (8) hours per day for twelve (12) months.
2. A part-time employee shall be scheduled for either less than eight (8) hours per day and/or less than twelve (12) months per year.
3. A temporary employee may be assigned for limited durations not to exceed 90 calendar days.

In compliance with the Fair Labor Standards Act (FLSA) and the laws and rules of the State of Washington, the District will adhere to the following:

Exempt or non-exempt status – All certificated staff are exempt from the forty (40) hour work week. The District will determine the status of classified employees based upon the criteria established for defining executive (WAC 296-128-510) administrative (WAC 296-128-520) or professional (WAC 296-128-530) status and any additional FLSA standards.

Work Hours – Eight (8) consecutive hours of work shall normally constitute a regular work shift for a full-time employee. All employees shall be scheduled, by the administration, to a work shift.

Work Week - The work week shall consist of five (5) consecutive days within a seven (7) day period beginning at 12:01 a.m. on Monday and ending at 12:00 midnight the following Sunday. References to consecutive hours of work in the balance of this policy shall be construed to exclude lunch periods. Employees may be allowed up to a ten (10) minute cleanup period prior to the end of a work shift, whenever necessary. Employees shall be granted one (1) fifteen (15) minute “break” for each four (4) hours of work. A lunch period, not to exceed one (1) hour shall be scheduled, as near as practical to the middle of the work shift, provided such lunch hour is not counted as part of the shift length nor for pay purposes.

Employees will be provided a copy of their work schedule in the fall of each year. Whenever possible, the employee’s work schedule should remain within the forty (40) hour work week.

Overtime - Whenever necessary, the administration can require employees to perform work during hours or days other than or beyond those falling within their regular hours of work.

All work performed in excess of forty (40) hours per week as approved by the supervisor and Human Resources shall be compensated at the rate of time and one-half the employee's regular rate of pay. In lieu of overtime pay, a staff member may elect to accrue compensatory time (comp time) at the same rate. Comp time may be accumulated up to sixteen (16) hours and should be used within the pay period or as close as possible without having the effect of disrupting the operations of the work site. All overtime and comp time must be authorized by the supervisor and Human Resources before being worked utilizing the appropriate District form.

Overtime shall be compiled on a monthly basis reported through appropriate means and paid to the employee on the succeeding pay date after submission within payroll "cut-off" dates. Overtime shall be computed to the nearest quarter-hour each time it is accrued.

The administration will determine (1) the number of employees needed to work overtime, and (2) the employees having the ability to perform the work.

Any employee called back to work while on vacation shall have the option of rescheduling their vacation if the recall is for a period longer than one (1) day and provided further that the scheduling of such vacation time does not lead to undue restraint or restriction on the normal operation of the work unit (building and/or department).

Eight (8) hour employees who are required to work beyond their regular quitting time may take a thirty (30) minute break before they return to work if it is anticipated the extra work will exceed two (2) hours. The employee shall not be compensated for this break.

Employees shall report to their work station at the time specified by the supervisor. Employees must maintain an accurate record of their hours of work on the appropriate district time slips and present them to the supervisor for verification at the specified time. Documented falsification of time slips or leaving work without permission shall constitute grounds for immediate dismissal.

Legal References:	FLSA of 1985	
	RCW	
	49.46.130	Minimum Rate of Compensation for Employment in Excess of Forty Hour Work Week-Exceptions
	49.46.120	Chapter Establishes Minimum Standards and is Supplementary to Other Laws-More Favorable Standards Unaffected
	WAC	
	180-44	Teachers' Responsibilities
	296-128-550	Regular Rate of Pay
		296-128-560 Compensating Time Off in Lieu of Overtime Pay

Adopted: March 17, 1986

Amended: February 18, 2009

Reviewed: October 20, 2009 North Thurston School District Board of Directors