



Preston School District #201
Section 5000 - Personnel

Policy 5210 - Work Day

Certified Employees

For purposes of this policy, ~~the~~ workday for ~~certificated~~ ~~certified~~ employees is defined as the time an employee is expected to be on the school's premises. The Board and administration recognize that ~~certificated~~ ~~certified~~ 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 ~~to be as~~ part of the workday for the purposes of this policy.

(moved 2nd paragraph to below Classified Employee)

The length of a workday for a certified employee shall be 7:30am – 4:30pm for a full-time certified employee. The workday is generally exclusive of lunch and extracurricular assignments, but inclusive of preparation time and assigned duties. ~~Arrival time shall generally be one-half hour before classes begin or as otherwise directed by the building principal.~~

Other conditions pertaining to certified workday, preparation periods, lunches, etc., may be 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 Workday — Classified~~

Classified Employees

~~Work-day~~ For classified employees, ~~the workday~~ is defined as the length of time of ~~scheduled work for~~ the individual classified employee ~~is scheduled to work~~. No work outside of this time frame is expected, required, or approved.

~~The length of a classified workday is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be an 40 hours per week employee.~~ The workday is exclusive of lunch but inclusive of breaks ~~unless the employee has specifically directed otherwise. unless otherwise and specifically provided for by the individual contract.~~ The schedule will be established by the ~~employee's~~ supervisor.

Legal References:

Legal References	Description
29 CFR 516	Records to be Kept by Employers



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Legal References		Description
29 USC § 201 et seq.		The Fair Labor Standards Act of 1985
Other References		Description
ISBA Policy Services		https://www.idsba.org/member-services/policy/
Cross References		
Code	Description	
5810	<u>Compensatory Time and Overtime/Classified Employees</u>	

Adopted:

Revised:

Reviewed: