

## Cascade School District No. 422

### PERSONNEL

5210

#### Work Day

##### Length of Work Day - Certified

The length of a work day for a certified employee shall be seven and one-half (7 1/2) 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. Arrival time shall generally be one-half (1/2) hour before classes begin or as directed by the building principal.

##### 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 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.

#### 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.

#### Non-school Employment

It is the policy of the Cascade School District that employees shall not engage in outside activities that interfere with their duties as employees of the Cascade School District. No consideration shall be given to take another part-time or full-time positions when such positions interferes with the employees work schedule.

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

#### Policy History:

Adopted on: 7/15/09

Revised on: