

## Harlem School District

### PERSONNEL

5221

#### Work Day

##### Length of Work Day - Certified

The current collective bargaining agreement sets forth all conditions pertaining to the certified work day, preparation periods, lunches, etc. Arrival time shall generally be as directed by the Principal or as stipulated in the agreement.

##### Length of Work Day - Classified

The length of a work day for classified staff is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be an 8-hour per day/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. Supervisors will establish schedules. Normal office hours in the district will be 8:00 a.m. to 4:00 p.m.

#### Breaks

The District may make available daily morning and afternoon rest period of fifteen (15) minutes to all full-time, classified employees. Hourly personnel may take one fifteen (15) minute rest period for each four (4) hours worked in a day. Breaks normally are to be taken approximately 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.

Legal Reference:	29 USC 201 to 219	Fair Labor Standards Act of 1985
	29 CFR 516, et seq.	FLSA Regulations
	§ 39-3-405, MCA	Overtime compensation
	§ 39-4-107, MCA	State and Municipal Governments, School Districts, mines, mills, and smelters
	10.65.103(2), ARM	Program of Approved Pupil Instruction-Related Days
	24.16.102, et seq., ARM	Wages and hours

#### Policy History:

Adopted on: March 15, 2000

Revised on: December 15, 2004