

WORK DAY/WEEK/HOLIDAY

General

The NWESD 189 normal work week shall extend from 8:00 a.m. to 4:30 p.m., Monday through Friday. The main NWESD 189 office will, however, maintain an official, extended work week which shall begin at 12:01 am Saturday and end at 11:59 p.m. Friday.

Each program/department administrator shall schedule employee work schedules to provide departmental coverage from 8:00 a.m. to 4:30 p.m. Additionally, alternate schedules may be established by the program/department administrator, upon the Superintendent's approval, to increase efficiency.

Staff members working seven or more hours in the workday shall be allowed thirty (30) minutes for lunch and two (2), fifteen (15) minute rest periods per day. Rest periods not utilized on a daily basis may not be accumulated. Alternate schedules may be established by the program/department administrators, upon the Superintendent's approval, which includes a longer non-paid lunch providing program efficiency is not decreased.

Full-time employees shall be granted fourteen (14) holidays per fiscal year which are not counted against any other form of leave. Thirteen (13) will be reflected in the annual NWESD 189 calendar and one (1) additional "floating" holiday will be provided on a personal choice basis. This noncumulative holiday is available after six (6) months of employment. In addition, classified, professional technical, and certificated staff working a calendar of one hundred eighty (180) or more days shall also be provided one (1) "floating" holiday on a personal choice basis. This noncumulative holiday is available after six (6) months of employment for professional technical staff and immediately upon hire for classified and certificated instructional staff.

Administrators/Managers

Administrators/managers are *Fair Labor Standards Act* (FLSA) exempt and do not have regularly set, pre-determined work hours. Administrators/managers are expected to report to work during the established public hours of the site(s) to which the administrator/manager is assigned and consistent with all NWESD 189 expectations and directives. Administrators/managers are expected to work before and after established public hours of the assigned site(s) to accomplish job duties.

Certificated Staff

Regular building hours for teachers and other certificated, non-administrative staff will be one-half hour before the program starts to one-half hour after the program ends, unless otherwise negotiated, including a thirty (30) minute duty-free lunch period. The starting and dismissal times for students, which may vary from program to program, will be determined by the NWESD 189.

NORTHWEST EDUCATIONAL SERVICE DISTRICT 189

POLICY 5231

First Reading: 08/27/84 (as 4620)
First Reading: 01/22/86 (as 2210)
Second Reading: 09/25/91 (as 4620)
Second Reading: 12/18/91 (as 2210)
Revised: 05/23/01 (recodified 5231)
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Revised: 01/19/05
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Revised: 11/16/15
Revised: 06/23/21
Revised: 10/24/22

Reference:
29 USC § 201 et seq.
RCW 1.16.050
RCW 28A.405.140
RCW 28A.405.466
RCW 49.46.120
RCW 49.46.130
WAC 296-128-550
WAC 296-128-560