

Poplar School District

PERSONNEL

5221

Work Day

Length of Work Day – Certified Staff

The current collective bargaining agreement sets forth conditions pertaining to the certified workday, 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 Staff

The length of a workday 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 eight (8) hour-per-day/forty (40) hour-per-week employee. The workday is exclusive of lunch, but inclusive of breaks, unless otherwise and specifically provided for by an individual contract. Supervisors will establish schedules. Normal office hours in the District will be 8:00 a.m. to 4:00 p.m.

Legal Reference:	29 U.S.C § 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:

Revised on: 11 July 2016