

1 **Bainville K-12 Schools**

2
3 **PERSONNEL**

5221

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5 Work Day

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7 Length of Work Day - Certified Staff

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9 All staff members are expected to be present by 8:00am and complete the day at 3:45pm.
10 Meetings, conferences, and other school detailed activities may require the staff member to
11 remain after 3:45pm. On Fridays an early-out schedule will be observed with staff members free
12 to leave at 2:30pm
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14 Length of Work Day - Classified Staff

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16 The length of a work day for classified staff is governed by the number of hours for which the
17 employee is assigned. A “full-time” employee shall be considered to be an eight-(8)-hour-per-
18 day/forty-(40)-hour-per-week employee. The work day is exclusive of lunch but inclusive of
19 breaks unless otherwise and specifically provided for by an individual contract. Supervisors will
20 establish schedules.
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22 Hourly wage employees are expected to be on the job at the specified time as established by their
23 schedule, complete their shift, and leave by the time specified by said schedule.
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25 Normal office hours in the District will be 8:00 a.m. to 4:00 p.m.
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27 Breaks

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29 The District may make available daily morning and afternoon rest periods of fifteen (15) minutes
30 to all full-time, classified employees. Hourly personnel may take one (1) fifteen-(15)-minute rest
31 period for each four (4) hours worked in a day. Breaks normally are to be taken approximately
32 mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work
33 and with approval of the employee’s supervisor.
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35	Legal Reference:	29 USC 201 to 219	Fair Labor Standards Act of 1985
36		29 CFR 516, et seq.	Records to be kept by employers
37		§ 39-3-405, MCA	Overtime compensation
38		§ 39-4-107, MCA	State and municipal governments, school
39			districts, mines, mills, and smelters
40		10.65.103(2), ARM	Program of Approved Pupil Instruction-
41			Related Days
42		24.16.101, et seq., ARM	Wages and Hours

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44 Policy History:

45 Adopted on: 2/25/08

46 Reviewed on:

47 Revised on: