

PERSONNEL

Work Schedules

Employees of the district are expected to perform an hour of work for each hour paid. They are expected to be at work and prepared to begin their duties at the assigned time; to perform those duties until the scheduled end of the work day.

The district shall be responsible for establishing the work schedule for each staff member. Schedules for the work day and work year are to be developed in advance and copies given to the employee. When employees are absent or otherwise unable to perform their duties, they are to inform their supervisor and make necessary requests for leave.

Scheduled breaks and lunch periods for classified employees are to be used as rest periods. Overtime work for classified staff is to be authorized in advance and performed for the convenience of the district. Where overtime work is authorized the employee may elect to receive overtime pay or (with their supervisor's approval) the equivalent amount of compensatory time within the normal 40 hour work week.

When school is closed due to inclement weather or plant inoperation, work schedules are modified as follows:

1. Administrators and 12-month employees report to work as scheduled.
2. Less than 12-month employees may not report to work. Make up day(s) will be announced at a later date.

Employees who notify the district that they are unable to report for work will be subject to the language of the employee's bargaining contract. Employees who do not notify the district as required will not be compensated for time not worked.

Legal Reference: RCW [49.46.130](#) Minimum Rate of Compensation for
Employment in Excess of Forty Hour Work
Week

Adopted: June 10, 1992
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