

1 **5221 PERSONNEL**

2 Work Day

3 Length of Work Day - Certified

4 All conditions pertaining to the certified work day, preparation periods, lunches, etc., are found in the
5 current collective bargaining agreement. Arrival time shall generally be as directed by the Superintendent
6 or as stipulated in the collective bargaining agreement.

7 Length of Work Day – Classified

8 All conditions pertaining to the classified work day are found in the current collective bargaining
9 agreements. For those staff not covered by a collective bargaining agreement, the length of a classified
10 work day is governed by the number of hours for which the employee is assigned. A “full-time” employee
11 shall be considered to be an eight-(8)-hour per day/forty (40)-hour per week employee. The work day is
12 exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual
13 agreement. The schedule will be established by the supervisor.

14 Legal Reference:

15 29 USC 201 to 219 Fair Labor Standards Act of 1985

16 29 CFR 516, et seq. FLSA Regulations

17 § 39-4-107, MCA State and municipal governments, school districts (first class)

18 § 39-3-405, MCA Overtime compensation

19 10.65.103(2), ARM Program of Approved Pupil Instruction- Related Days

20 24.16.101, ARM Wages and Hours

21 24.16.1006, ARM Rest and Meal Periods

22 Policy History:

23 Adopted on: July 1, 2000

24 Revised on: March 26, 2018