

<b>Category:</b> 7000 PERSONNEL	<b>Policy Number:</b> 7380
<b>Policy Title:</b> WORKING HOURS	<b>Effective Date:</b> July 21, 2021

**WORKING HOURS – CERTIFICATED EMPLOYEES:**

The school year for certified staff shall be 157 days with pay, including 142 classroom days, seven (7) paid holidays and eight (8) work days.

The work days shall be used as follows:

1. One day at the discretion of the district.
2. Three days for teacher preparation at the beginning of the school year.
3. One day at the end of the school year for closing out school.
4. Three (3) full Fridays.
5. In addition, elementary teachers (K-6) will be provided with three (3) prep days during the school year.

Teachers with schedule conflicts for the work days prior to the beginning of school shall not receive salary deductions if they get prior approval of the Principal and Superintendent and if the work days missed are made up so that the teacher will have worked a full 157 days.

Snake River Board policy requires a nine hour 15-minute work day in each building for all certificated employees. This shall include a 30-minute lunch break. Additionally, teachers will be required to spend a minimum of 12 hours in evening parent/teacher conferences and back-to-school events as applicable at their building.

**WORKING HOURS – SNAKE RIVER ONLINE:**

The school year shall be 157 days with pay, including 142 classroom days, seven (7) paid holidays, and eight (8) work days

The work days shall be used as follows:

1. One day at the discretion of the District
2. Three days for teacher preparation at the beginning of the school year
3. One day at the end of the school year for closing out school
4. Three (3) full Fridays
5. In addition, elementary teachers (K-6) will be provided three prep days during the school year.
6. Teachers are required to post office hours from Monday through Thursday (times in which students can contact teachers. Office hours are not to be confused with instructional hours)

Teachers with schedule conflicts between the completion of summer school and the work days prior to the beginning of school shall not receive salary deductions if they get prior approval of the Principal and Superintendent and if the work days missed are made up so that the teacher will have worked a full 157 days.

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**WORKING HOURS - CLASSIFIED EMPLOYEES:**

1. Classified employee work hours vary with assignment.
2. Classified employees who work in excess of forty (40) hours a week (with prior approval of their administrator) shall receive compensation per the district's overtime policy. Compensation for overtime hours, shall be taken within the week of the overtime.
3. Overtime hours are not paid for classified salaried personnel. Classified salaried personnel are those persons whose primary responsibilities are involved in the supervision of other employees. The following positions have been determined to be exempt from Fair Labor Standards Act (FLSA) overtime regulations: Business Manager, District Secretary/Board Clerk, Maintenance Supervisor, Bus Route Supervisor, School Lunch Supervisor, District Mechanic, and Technology Specialists. All other classified personnel are hourly wage employees and are subject to compensation for overtime hours.

**LEGAL REFERENCE:**

**Idaho Code Section 44-1502 and Idaho Code Section 44-1504**

**Reference: Procedure 7380p, "Working Hours"  
Policy 7307, "Overtime Hours"  
Procedure 7307p, "Overtime Hours"  
Form: Employee Absence Form**

**Category: 7000 PERSONNEL**

**Procedure Number: 7380p**

**Policy Title: WORKING HOURS**

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Working hours for full time employees are as follows Monday through Thursday.

1. All school buildings:
  - a. 7:30 a.m. to 4:45 p.m.
  
2. At the District Office
  - a. 6:30 a.m. to 4:30 p.m.
  - b. 7:30 a.m. to 5:30 p.m.

Reference: Policy 7380, "Working Hours"