

OLYMPIC ESD 114 BOARD POLICY HOURS OF WORK AND OVERTIME

POLICY 5231

The Olympic ESD 114 (OESD) Board of Directors (Board) directs the Superintendent to comply with the Fair Labor Standards Act (FLSA) and the laws of rules of the state of Washington regarding the OESD work week, work day, and overtime as follows:

WORK WEEK

The OESD work week shall be established as seven consecutive twenty-four-hour periods, Saturday through Friday.

WORK DAY

Classified Staff: The work day for full-time Olympic ESD 114 (OESD) classified hourly staff shall be eight (8) hours per day exclusive of the lunch period. OESD shall be responsible for establishing the work day schedule for each classified employee.

The regular work day shall include one ten (10) to fifteen-minute (15) break for each four hours of work. A lunch period not to exceed one hour (1) shall be scheduled but shall not be counted for pay purposes. Staff members who are subject to FLSA overtime compensation, shall not perform any work during lunch periods or before or after work hours regardless of the voluntary nature of their work.

OESD will determine the exempt or non-exempt from overtime status of classified employees based upon the criteria established by the FLSA.

Administrators: Administrators are FLSA exempt and do not have regularly set, pre-determined work hours. Administrators are expected to report to work during OESD's established public hours. Administrators are expected to work before and after established public hours of the assigned site(s) to accomplish job duties.

Certificated and Non-Administrative Staff Exempt from FLSA: OESD certificated staff and non-administrative classified staff identified as exempt from the FLSA forty-hour work week shall work a schedule determined by their supervisor.

Regular building hours for detention center teachers shall be one-half hour before school starts to one-half hour after school ends including a thirty minute (30) duty-free lunch period. The starting and dismissal times, which may vary by center, shall be determined by OESD.

OVERTIME/COMPENSATORY TIME

Any staff member who qualifies under the FLSA and is not otherwise exempt from overtime pay shall be paid at the rate of one and one-half times the salary schedule hourly rate when he/she

works for more than forty (40) hours during the regular work week. Approved paid leave and absences are not included as time worked when computing overtime.

No overtime may be worked without the prior approval of the immediate supervisor. In the event a supervisor requests that a staff member work beyond the specified working hours and thus exceeds the forty hours (40) during the established work week, OESD may grant, at the staff member's request, compensatory time off in lieu of overtime pay, at the rate of one and one-half hours for every hour worked overtime. If granted compensatory time, such time shall be taken as soon thereafter as reasonably practical subject to the approval of the immediate supervisor and shall not be allowed to accumulate normally beyond thirty (30) days.

Legal Reference:

FLSA - Fair Labor Standards Act

RCW 49.46.130

WAC 296-126 and 296-128

Date Adopted: October 20, 1988

Revised: November 17, 2010, March 19, 2015

Renumbered January 21, 2016, from 3320

Revised: January 17, 2019