

## **Work Week and Overtime/Compensatory Time, Meal Periods and Rest Periods for Classified Hourly Employees**

### **Purpose**

For classified employees this policy defines the work week, overtime compensation, meal periods and rest periods.

### **Scope**

The target audience for this policy is all classified hourly staff.

### **Policy**

#### **1. WORK WEEK**

Consistent with federal and state regulations, the district shall establish and maintain a defined work week for classified hourly employees.

#### **2. OVERTIME/COMPENSATORY TIME FOR CLASSIFIED HOURLY EMPLOYEES**

Classified hourly employees shall be compensated for extra hours of service performed in accordance with federal and state guidelines and district policies and procedures.

#### **3. MEAL PERIODS AND REST PERIODS FOR CLASSIFIED HOURLY EMPLOYEES**

Meal periods and rest periods for classified hourly employees shall be in accordance with state guidelines.

### **Related Procedures**

5229P1-Hours of Work and Overtime for Classified Hourly Employees

5414P1-Inclement Weather Leave

### **Policy Cross References**

5235-Alternate Work Arrangements

5414-Inclement Weather Leave

### **Policy Legal References**

RCW 49.46.120 – Chapter establishes minimum standards and is supplementary to other laws – More favorable standards unaffected

RCW 49.46.130 – Minimum rate of compensation for employment in excess of forty hour work week - Exceptions

WAC 296-126-092 – Meal Periods-Rest Periods

WAC 296-128-550 – Regular rate of pay

WAC 357-28 – Compensation

29 USC Ch.8

201-216 Fair Labor Standards Act

**Management Resources**

N/A

**Policy History**

<b>Action:</b>	<b>Date:</b>
Approved by the Board	September 16, 2009
Revised	
Revised	

Previous Policy Number: 9017