

Article 11 - Work Time

A. Workweek

The standard workweek for Reynolds School District commences at 12:01 A.M. Sunday, and concludes at 12:00 midnight Saturday. The work time for regular full-time classified employees shall consist of forty (40) hours of work during the five (5) consecutive days within the workweek.

B. Workday

The workday or shift shall consist of eight (8) hours as provided in ORS 279.338. Any employee in the bargaining unit working in excess of forty (40) per week shall receive compensation as stated in Article 8, Sections J and K.

The work shift for an employee begins at the assigned time. Time needed for parking, walking to the work area, etc. should be taken prior to the official shift start time.

An involuntary permanent change in shift assignment shall not occur without five days written notice except in the event of an emergency or a change in special education enrollment or placement.

C. Work Year

The work year for classified employees shall be scheduled by the District with the following provisions:

1. Secretarial/clerical and maintenance/custodial positions shall work a regular established work year. **School secretaries shall work a 210 day work calendar.**

2. Educational assistants and media assistants shall work the academic calendar year, plus a total of three (3) days used before or after the academic year **for additional training.**

The District can require additional days to be worked for in-service purposes, other necessary work, etc. Such additional days shall be submitted by time card.

3. Transportation, food services, lunchroom assistants, crossing guards and campus monitors shall work the academic calendar, plus district required inservice days.

4. When an employee's ~~assignment, within their regular classification, is extended by the District~~ **works** beyond the school year, the employee shall accrue and be eligible to use sick leave in accordance with state law.

5. Two classified employees shall be appointed by the Association to serve on the district academic calendar committee.

6. For the term of this agreement only, the District will guarantee the following days before or after the student school year (additional days may be added by the District):

Food Services - Two days

Assistants (as specified in paragraph C. 2.) - Three days

Transportation - Two days, one for inservice prior to the student school year and one day up to eight hours which may be used any time during the school year for the eight hours of class time required for the School Bus Certificate.

D. Lunch Period

Each regular full-time classified employee working over four and one-half (4 1/2) consecutive hours shall have scheduled an uninterrupted lunch period of not less than one-half (1/2) hour nor more than one (1) hour as agreed upon with the supervisor. Such lunch period shall not be credited as time worked for any purpose and shall not be paid time. The lunch period shall be scheduled by the supervisor as nearly as is practicable to mid shift.

Upon mutual agreement of the employee and his/her supervisor, the employee may work a full shift without a lunch period.

For traveling employees, modest travel (such as to a nearby school or eating facility) shall be allowed, but the travel time shall be included within the lunch period.

E. Callback Time

An employee called back to work shall receive overtime pay with a guaranteed minimum of two (2) hours at time and one-half for the work for which s/he is called back. This provision only applies when callback results in hours which are not annexed consecutively to one end or the other of the working day or working shift. This provision does not apply to scheduled overtime, call-in times annexed to the beginning of the work shift, or holdover time annexed to the end of the work shift or workday.

F. Rest Period

Each employee shall receive a fifteen (15) minute break coming as close as practical in the supervisor's judgment to the middle of a four (4)-hour period. Such break period shall be designated by the appropriate supervisor.

G. Work Site Attendance

Travel within the district on district time and/or with district vehicles is specifically limited to assigned job-related needs. The only slight exception to this shall be the modest travel allowance listed in D. above for lunch periods.

Employees leaving their work site during the assigned time without express permission shall be considered in violation of this article. This includes, but is not limited to being in district vehicles assigned to other personnel, being at other job sites, etc.