

**Work Day****Length of Workday - Certified**

The length of a normal workday for a certified employee shall begin at 7:30 a.m. and end at 5:30 p.m.

**Length of Workday - Classified**

The length of a classified workday is governed by the number of hours for which the employee is assigned. The workday is inclusive of lunch and of breaks unless otherwise and specifically provided for by the individual contract. The appropriate supervisor will establish each employee's schedule.

**Breaks**

A daily morning and afternoon rest period of fifteen (15) minutes shall usually be available to all full-time, classified employees. Hourly personnel may usually take one fifteen (15) minute rest period for each four (4) hours that are worked in a day.

Breaks will normally be taken approximately in mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work and with the approval of the employee's supervisor.

Legal Reference:	29 USC 201 to 219	Fair Labor Standards Act of 1985
	29 CFR 516, et seq.	FLSA Regulations
	§ 39-4-107, MCA	State and Municipal Governments, School Districts
	§ 39-3-405, MCA	Overtime Compensation
	10.55.209, ARM	Standard School Day
	10.65.103(2), ARM	Program of Approved Pupil Instruction-Related Days
	24.16.102, et seq., ARM	Wages and hours

**Policy History:**

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