

Walla Walla Public Schools

ADMINISTRATIVE PROCEDURE

No. P-5231

LENGTH OF WORK DAY

Overtime or Trading Time

To comply with the Fair Labor Standards Act and the laws and rules of the State of Washington, the following procedures shall be established:

- A. **Exempt or non-exempt status:** All certificated staff are exempt from the 40-hour workweek. The district will determine the status of classified employees based upon the criteria established for defining executive (WAC 296-128-520) or professional (WAC 296-128-530) status and any additional FLSA standards.
- B. **Classified Staff:** All overtime for classified staff shall be paid according to contract. Non-exempt classified staff shall either trade time or be paid overtime. All overtime or traded time must be approved in advance by the staff member's supervisor. Trading time shall be at regular pay. Trading time means working extra hours in a workday for an equal amount of time off on another designated day(s); or leaving work early and agreeing to make up the time on a designated day(s).

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