



Human Resources – Series 5000

Job Descriptions and Responsibilities – 5210

In the performance of their duties, employees are subject to the policies and procedures of the District, provisions of employee agreements in effect, State Board of Education regulations, State Superintendent of Public Instruction regulations, and other applicable state and federal laws and regulations.

The Superintendent or designee shall be responsible for developing administrative procedures to assure that employees know what is expected of them and how these expectations may be achieved. There shall be a written job description for each position which shall also serve as a basis for supervision and evaluation. Job descriptions shall be reviewed periodically and revised when appropriate.

The Fair Labor Standards Act and RCW's cover overtime, lunch, and break time requirements for non-supervisory classified employees.

Legal References:

Chapter 49.46 RCW Minimum Wage Act
WAC 296-126-092 Meal periods – Rest periods

Adopted: 03-26-2002