

Administrative Regulation

Classified Employees, Work Periods and Overtime for

A. Workday and Workweek

The maximum number of hours of regular employment for an employee is eight hours a day and 40 hours a week. However, the Board of Education may employ persons for lesser periods of time and may, through authorized administrators, order and authorize employees to work in excess of eight hours in one day or 40 hours in one week.

The workweek for employees shall include the seven day period beginning with the five (5) consecutive days an employee is regularly assigned to work. The workweek will start at 12:01 a.m. on the first day of the employee's workweek and end at midnight on the last day.

B. Overtime Defined

Overtime is ordered and authorized working time in excess of eight hours in one day or 40 hours in one week. No one shall order or authorize overtime unless it is compensable as provided below.

An employee who works four hours or more a day shall be compensated for any work required to be performed on the sixth consecutive day of the workweek at a rate equal to one and one-half times the employee's regular rate, and on the seventh consecutive day at a rate equal to two and one-half times the employee's regular rate.

An employee who works less than four hours per day shall be compensated at a rate equal to one and one-half times the employee's regular rate for all work required and authorized on the sixth and seventh consecutive day of the workweek.

C. Compensation for Overtime

A regular employee who works authorized overtime shall be paid at a rate equal to one and one-half times the regular rate of pay for the overtime worked, or shall receive compensatory time off at a rate equal to one and one-half times the actual overtime worked.

The determination as to the method of compensation shall be made by the appropriate administrator.

D. Classifications Exempt from Overtime Payment

Employees in positions which have been designated as management shall be excluded from the overtime payment provisions of the regulation.

The subject of parts of this regulation is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the affected provisions of this regulation as they apply to employees in that unit.

Ref: EC Sections 45127-45131, 45203

Approved: February 3, 1977

Revised: September 5, 1979

Revised: March 4, 1989

Revised: July 1, 2000