

HOURS OF WORK: CLASSIFIED

BP No. 7225

Board Adopted: 10-24-63; Rev. 10-10-73; 6-7-78; 1-10-79; 8-10-05

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- I. All classified employees, except specifically exempt, shall be assigned to a working schedule which shall be set by the division head responsible, under the direction of the Superintendent, in keeping with the particular needs of the department concerned. An accurate work schedule shall be on file for every employee in the Human Resources department.
- II. If the employee qualifies for break(s) and lunch, under the Department of Fair Employment and Housing, each employee will be granted a 15-minute break in the forenoon and a 15-minute break in the afternoon as scheduled by the administrator where the employee is assigned. Lunch may be scheduled in the middle of the shift.
- III. Employees are not allowed to work over time unless pre-authorized from the President or the department's Vice President.
- IV. Each classified employee shall keep and submit a weekly/monthly time report on the form provided by the District and in the manner prescribed by the Office of Human Resources.
- V. The use of overtime is discouraged and should be used only in cases of emergency caused by temporary excessive departmental work loads. Compensatory overtime may be taken only with the consent of the administrator responsible. When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the time in which the overtime was worked and without impairing the services rendered by the employing district.
- VI. Classified employees, unless specifically exempt, shall be paid not less than one and one-half their regular rates of pay for all hours worked:
 - A. After 10 hours per day on a 4/40 workweek schedule
 - B. After 8 hours per day on a 5/40 workweek schedule
 - C. After 40 hours work in any one week
- VII. Pay for Saturday, Sunday or holiday work, or vacation pay shall be paid at the regular rate unless work entails entitlement to one and one-half pay.
- VIII. Source/Reference
Department of Fair Employment and Housing §13700, LC §512