

Classified Personnel

Work Year, Hours, Overtime

Hours of Employment

The classified salary schedule is based on an eight-hour day and a 40-hour week for all employees, except as stipulated. Employees assigned to work less than an eight-hour day will be paid at the rate that their employment bears to full-time work.

The basic day, week and month for full-time employment shall be as follows:

Working hours credited per month	173.33 hours
Working hours credited per week	40.0 hours
Working hours credited per day	8.0 hours

The above relationship shall be used in computing payment for part-time employment or for partial service.

Hours of Employment

The length of the workday shall be designated for each classified position in accordance with the appropriate bargaining unit agreement, and scheduled by the responsible administrator to meet the needs of the District.

Overtime Work

Overtime work shall have the prior approval of the responsible administrator and shall be paid in accordance with the provisions of the appropriate collective bargaining agreement.

Work Year

The work year of each classified position shall be established by the District.

Legal References:
None

Replaces BP 416 and BP 417 (3/76)