

WORKDAY, WORKWEEK AND WORKYEAR

The Classified staff is normally employed on the basis of an eight-hour workday, and a forty-hour workweek. The workyear for twelve-month employees is defined as July 1 through June 30. Employees working less than twelve months will be notified annually of the beginning and ending dates of their workyear.

Upon recommendation of the Superintendent/President, the Governing Board may designate certain positions in which service shall be for less than eight hours per day, or forty hours per week, in which case the compensation for the employee shall be prorated accordingly.

Classified Managers and Supervisors may, with administrative approval, individually establish a workweek which is in compliance with the following provisions of Education Code Section 88039.

The employee may elect to work a 9-hour-per-day, 80-hour-per-2-weeks work schedule. Such work schedule shall consist of nine work days, eight of which shall be nine-hour days and one of which shall be an eight hour day.

When the 9-hour-per-day, 80-hour-per-2-week schedule is established, the workweek shall be defined in either of two ways as follows:

1. The workweek shall begin on noon Friday and will end at noon the following Friday, with the employee working nine hours each day except on alternate Thursdays when the employee will work eight hours, and on alternate Fridays when the employee will not work; or
2. The workweek shall begin at noon on any other day of the week and shall be defined so that no employee will be required to work more than 40 hours during any given workweek.

No employee shall be required to work such a workweek without his/her concurrence.