



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7485

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EFFECTIVE: 1-10-72

REVISED: 7-01-95

CATEGORY: Personnel, Classified Staff

SUBJECT: **Workday and Workweek for Classified Employees**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing workday and workweek for classified employees.
2. **Related Procedures:**
Overtime authorization and compensation for classified employees No. 7426
Differential pay for classified employees , No. 7425

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1200, F-1250, I-1200, I-5200, I-5500, I-6200; Education Code Sections 45127, 45132, 45203; Govt. Code Section 3543.5.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Classification and Compensation Department, Human Resource Services Division.
2. **Responsibilities.** Each supervisor shall be responsible for establishing a work schedule for each classified employee and for notifying the employee of the established schedule. The starting time shall not vary from day to day within a week except as preestablished at the time of employment or as mutually agreed upon by the employee and the employee's supervisor.
3. **Length of Workday.** The normal workday for a full-time classified employee shall be eight consecutive hours exclusive of the lunch period. Part-time employees may be assigned for less than eight hours per day. A workday may not be shortened by an employee by foregoing rest breaks or the lunch period. A minimum day in schools does not change the workday for classified employees.
4. **Length of Workweek.** Traditional workweeks begin at 12:00 a.m. on Monday and end at 11:59 p.m. the following Sunday. A nontraditional workweek normally is five consecutive days starting any day other than a Monday. A workweek of a full-time classified employee shall be forty hours and normally is an assignment of five consecutive days, Monday through Friday. Part-time employees may be assigned to less

or more than five consecutive days provided a workweek does not exceed forty hours. Other arrangements may be made with the approval of the division head.

5. Alternative Workweeks

- a. **Types of alternative workweeks.** The following alternative workweeks may be authorized upon mutual agreement between the site administrator/department head and affected employees provided there is adequate supervision for employees working under that schedule:

- (1) A forty-hour workweek consisting of four ten-hour days.
- (2) Eighty hours scheduled over a two-week period, consisting of eight days at nine hours, one day at eight hours, and one day off (8 by 9).

Requests for such schedules will be approved only if the same or improved quality and quantity of service can be supplied at no additional cost to the district.

b. **Holidays during alternative workweeks**

- (1) When a holiday occurs during a four-day, forty-hour workweek, assignments shall revert to eight hours for all other days during the workweek.
- (2) When holiday occurs during an 8 by 9 workweek, the following options are available:
 - (a) Whenever one holiday occurs on a scheduled nine (9)-hour work day in such a workweek, the workweek can be modified as follows:
 - 1) All workdays revert to an eight (8)-hour day during that workweek, or
 - 2) The workday which was scheduled to be an eight (8)-hour work day is changed to a nine (9)-hour workday while the hours scheduled for the holiday revert from nine (9) to eight (8).
 - (b) Whenever one holiday occurs on the scheduled day off in such a workweek, the workweek can be modified as follows:
 - 1) The scheduled day off can be taken as a paid holiday and the nine workdays during the workweek revert to eight (8)-hour days, or
 - 2) The scheduled day off is taken without pay, the eight (8)-hour workday can be taken as a holiday, and eight days at nine hours are worked.

- (c) All such workweek modifications must be mutually agreeable to the employee and supervisor.
 - (d) Whenever two holidays occur during a workweek, all days in the workweek revert to eight (8) hours.
 - (e) Modifications other than those listed above can be selected if mutually agreeable to the employee and supervisor.
6. **Lunch Periods.** Each classified employee assigned for more than five hours a day shall be entitled to an unpaid duty-free lunch period of not less than thirty minutes. Employees shall not be assigned standby or other duty during a lunch period and are free to leave their work location during this time. A supervisor may require that an employee notify him/her when leaving the work site. The time of day and length of an employee's lunch period shall be designated by his/her supervisor but shall not vary from day to day within a workweek except when preestablished at the time of employment or mutually agreed upon by the employee and the employee's supervisor.

Exceptions:

- a. Authorized by a department head with the approval of the Human Resource Services Division:
 - (1) Positions in selected job classes in Information Services Bureau which may be assigned to work a straight eight-hour shift.
 - (2) Positions in selected job classifications in secondary school classes for severely emotionally disturbed (SED) students who may be assigned to work a straight six-hour shift.
 - b. Employees who work more than five, but less than six, hours per day may waive their lunch period upon mutual agreement of the employee and supervisor.
7. **Rest Breaks.** (For represented employees, see appropriate collective negotiations contract.) Each classified employee assigned for three and one-half or more hours shall be entitled to a **15-minute** rest break approximately midway through a work period. Food service workers may have a lunch period substituted for a rest break. Employees assigned for seven or more hours shall be entitled to a **15-minute** rest break approximately midway through the work period preceding lunch period and again midway during the work period following lunch period. **Times** when employees may take rest breaks shall be designated by their supervisors. *Employees shall not leave their assigned work site during rest breaks without permission in advance from their supervisors.*
8. **Holidays.** Paid holidays are designated each year by the Board of Education in the official school calendar (see Procedure No. 4015). A regular classified employee who is

in paid status during any portion of a workday immediately preceding or following the holiday shall be paid for that holiday. Regular employees who are not assigned to duty during the December school recess period shall be paid for holidays occurring during that period provided they were in a paid status during any portion of a workday of their normal assignment immediately preceding or following that holiday period. A newly hired employee or an employee returning from leave of absence is not paid for a holiday preceding his/her first day of paid service. A terminated employee (excluding those who are retiring) or an employee going on leave of absence is not paid for a holiday occurring after his/her last day of paid service (Education Code Section 45203), but may use a floating holiday prior to beginning the leave or terminating employment.

D. **IMPLEMENTATION**

1. **Principal or Department Head**

- a. **Normal Monday through Friday workweek.** Establishes classified employee work schedules and notifies employees of hours of assignment, lunch period, and rest breaks.
- b. **Workweeks that include Saturday or Sunday as a regular workday.** Secures approval of division head in establishing special work schedules for School Police Services personnel or other operations that require regular weekend assignments.

2. **Alternative Workweeks**

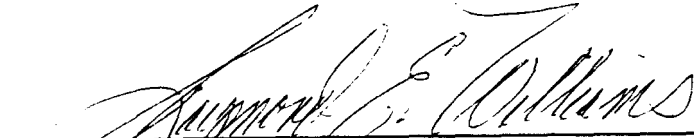
- a. **Department head**, with concurrence of employees affected, places request with division head for implementation of alternative workweek.
- b. **Division head** reviews request and submits to superintendent for approval. If approved, notifies Payroll Unit of Classification and Compensation Department of employees affected by such change.
- c. **Supervisor or department head** ensures that time sheets, time cards, and supporting documents reflect the changed nature of assignments (e.g., absence on assigned workday for personal illness, personal emergency, vacation, or personal business, must indicate *appropriate number of hours* of absence).


E. **FORMS AND AUXILIARY REFERENCES**

1. Classified employees' salary schedules.
2. Current collective bargaining contracts for classified employee bargaining units.

F. **REPORTS AND RECORDS**

G. **APPROVED BY**


Assistant Superintendent
Human Resource Services


Superintendent