

PERSONNEL – Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4494 WORK PERIODS AND OVERTIME
- 4494.1 Workday and Workweek**

- A. The maximum workday of a classified employee shall normally be eight hours and the maximum workweek shall be 40 hours. The county Superintendent or designee may extend a regular workday or workweek on an overtime basis when such is necessary to carry on business of the County Education Office.
- B. The County Superintendent or designee may establish a workday of less than eight hours per day and a workweek of less than 40 hours for some or all of its classified positions.
- C. The County Superintendent or designee may establish work schedules in excess of eight hours per day. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek.

Reference:

Education Code Section 45127, 45131-45132 and 45260-45261

Date Approved: January 12, 1976
Date(s) Revised: May 26, 1994
October 26, 2017