

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4462 CHANGES IN POSITION AND CLASS

**4462.4 Changes in Assigned Times**

- A. A classified employee who works a minimum of 30 minutes per day in excess of his/her part-time assignment for a period of 20 consecutive working days or more shall have his/her basic assignment changed to reflect the longer hours. The provisions of this Rule may not be circumvented by requiring employees to work in excess of the regularly fixed hours for a position on an overtime basis but for which premium pay is not provided nor appropriate adjustment is made in fringe benefit entitlement.
- B. The Director, Human Resources will notify the appropriate assistant superintendent when the employee's assignment may be affected by this provision.

Reference:

Education Code Sections 45260-45261, 45136 and 45137

Approved:	Dec. 1, 1975
Revised:	May 23, 1991
	May 27, 1993
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