

# San Bernardino County Superintendent of Schools

## Policy 4312

### WORK YEAR - MANAGEMENT

Management employees are deemed exempt for purposes of federal and state wage and hour requirements. They receive an annual salary that is based on the position range and step placement and are expected to work the number of days per year designated or contracted for the position. Management employees are always on call to work as needed without extra compensation or compensatory time off for additional hours worked. This Policy further addresses the time off and holidays afforded to management employees.

Management employees receive "unassigned days". Unassigned days are nonholiday weekdays that may be taken as non workdays with the approval of the immediate supervisor. Only 184 hours (23 unassigned days) shall be carried over to the subsequent year. The use of unassigned days that exceed the allotment may require the immediate supervisor to devise a schedule with the manager to utilize the hours prior to the end of fiscal year.

Management employees working less than 227 days per year shall work a set calendar that specifies which days are to be workdays, non workdays (unassigned days) and holidays. Employees working Saturday, Sunday and/or holidays at any regular intervals will have these days reflected in their regular work year calendar. Managers who work on said days but do not have them reflected in their regular work year calendar shall make adjustments to their regular work year calendar to exchange a day for a day within the subsequent two (2) weeks to ensure workdays do not exceed the regular work year calendar.

The immediate supervisor of the manager with the approval of the branch head shall set the calendar. Any changes to the management employee's calendar, including any increase in the number of days worked beyond the regular work year calendar, require the written approval of the immediate supervisor and branch head.

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*Revised: December 5, 2017*

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