San Bernardino County Superintendent of Schools
Policy 4313.11

WORKING HOURS-CONFIDENTIAL

The regular work week of a full-time confidential employee shall be forty (40) hours and the regular work day shall be eight (8) hours. The scheduling of the hours and the workdays shall be at the sole discretion of the County Superintendent of Schools. The regular workday or workweek may be extended on an overtime basis when necessary to carry on the business of the County Superintendent of Schools.

Confidential employees are generally scheduled from 8:00 a.m. to 4:30 p.m. with provision possible for “flextime” and “overtime.” Advance management approval is required for a “flextime" schedule and for each use of overtime or extra work.

The County Superintendent of Schools Office shall provide extra compensation at a rate equal to one and one-half (I 1/2) times the regular rate of pay for employees designated by the County Superintendent of Schools and authorized to perform such overtime.

Overtime is any time required to be worked in excess of eight (8) hours in any one workday and in excess of forty (40) hours in any calendar week. Overtime does not apply to employees whose regular workday is less than eight (8) hours or whose workweek is less that forty (40) hours until extra work reaches either of these levels. For the purpose of computing the number of hours worked, time during which the employee is excused from work because of holidays, sick leave, vacation, compensated time off, or other paid leaves of absence shall be considered as time worked by the employee. The designation, authorization and allocation of any overtime shall rest solely with the County Superintendent of Schools. Notwithstanding paragraphs above, the workweek for any confidential employee having an average workday of less than eight (8) hours during the work week shall consist of not more than five (5) consecutive working days. Such employee shall be compensated for any required work to be performed on the sixth (6th) and seventh (7th) day following the commencement of the workweek at a rate equal to one and one-half (1 1/2) times the regular rate of pay of the employee designated by the Superintendent and authorized to perform the work.

Confidential employees on duty for a minimum of six (6) hours shall be entitled to a duty-free lunch period of at least 30 minutes to be determined by the County Superintendent of Schools with consideration given to individual employee’s needs.

Approved: September 15, 1994