

ARTICLE 4 – HOURS

- 4.1 Workday. The standard workday for full-time employees shall normally be eight hours, subject to alternative work schedules contained in this Article. The workday shall include an unpaid lunch period of not less than one-half hour or more than one hour.
- 4.2 Workweek
- 4.2.1 The workweek normally shall be 40 hours for full-time employees and regular five-day period except as indicated in Section 4.2.2 of this Article.
- 4.2.2 The District may institute a full-time workweek of alternate work schedule(s).
- 4.2.3 The District shall consult with affected employee(s) and the CSMA prior to initiation, termination, or return to alternative work schedule(s) and start and ending work times.
- 4.3 Work Year The scheduling of the work year will be determined by the District.
- 4.4 Overtime
- 4.4.1 The District retains the right to assign the overtime.
- 4.4.2 All overtime must receive prior approval from the employee's immediate supervisor.
- 4.4.3 Employees will be compensated at the rate of one and one-half the employee's regular rate of pay for work accomplished in excess of eight hours per day when assigned a traditional workday or for hours worked in excess of the regular shift. (Education Code §45128 & §45203).
- 4.4.4 When an employee is called back to work after completion of his/her regular assignment, or who is called in to work on a day not normally assigned to work, the employee will receive and work at least three (3) hours compensation at the appropriate rate of pay. Any subsequent callbacks within twenty-four hours will be compensated for at least one hour.
- 4.5 Compensatory Time
- 4.5.1 Compensatory time may be granted by the employee's Manager in lieu of cash compensation for overtime work up to maximum 240 hours overtime (160 hours worked). Compensatory time accrues at the rate of one and one-half hours for each hour of employment for which overtime compensation is required by this Agreement.

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4.5.2 An employee has the option of requesting compensatory time in lieu of cash compensation for overtime work, to be used within 12 months. The employee's election to take compensatory time or to receive paid overtime shall be submitted in writing and approved by his/her Manager.

4.5.3 Compensatory time shall be taken at a time acceptable by the employee and the District. If the compensatory time has not been taken according to Section 4.5.2, the District shall pay the employee for such time at the appropriate overtime rate.

4.6 School Calendar

4.6.1 February Holidays. Commencing with the 2002-03 school year, as related specifically to the two presidents' holidays in February, a four-day weekend will be alternated every other year with two three-day weekends. The rotation will begin with a four-day weekend in February of 2003.

4.6.2 Spring Break. Shall be five (5) days (Monday – Friday) and shall be scheduled approximately midway between the beginning of the second semester and the end of the school year.

4.7 Shift Differential An additional \$106 per month (pro-rated for part-time) for the 2024-25 school year shall be paid to employees whose regular daily work schedule starts at or after 12 noon and ends at 6:30 p.m. or later. The shift differential shall not apply to occasional, short-term assignments (twenty (20) working days or less), and it shall be discontinued when an employee is reassigned to an earlier work schedule, unless such reassignment is for a period of twenty (20) working days or less. Whenever possible, the affected employee will be given one (1) working day's notice of any reassignment under this section.