PERSONNEL – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

4494 Work Periods and Overtime

4494.1 Workday and Workweek

A. The workday shall normally be no more than eight hours and the workweek shall normally be no more than 40 hours for a non-management classified employee. The workweek shall consist of no more than five consecutive working days for any employee having an average workday of four hours or more. The SBCEO workweek is defined as starting at 12:01 a.m. on Sunday and ending at midnight on the succeeding Saturday.

B. The County Superintendent or designee may extend a regular workday or workweek when such overtime is necessary to carry out the business of the County Education Office.

C. The County Superintendent or designee may establish a workday of fewer than eight hours per day and a workweek of fewer than 40 hours for some or all of SBCEO's classified positions.

D. The County Superintendent or designee may establish work schedules longer than eight hours per day, pursuant to Education Code 45132 or 45133. This flextime scheduling shall be consistent with the maximum of 40 hours per designated workweek and applicable overtime rules.

Reference:
Education Code Section 45127, 45131-45133 and 45260-45261

Date Approved: January 12, 1976
Date(s) Revised: May 26, 1994
October 26, 2017
September 28, 2023
June 25, 2026