RANCHO SANTA FE SCHOOL DISTRICT

III.

Board Policies Covering All Classified Employees

Board Policy No. 4203: Hours of Employment And Overtime

A. Workweek:

The workweek for full-time classified employees shall consist of five (5) consecutive days, Monday through Friday, of eight (8) hours per day and forty (40) hours per week. This Policy shall not restrict the extension of the regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District. The Board may establish a 10-hour-per-day, 40-hour, four-consecutive-day workweek for classified employees pursuant to Education Code section 45132 and any other applicable law.

B. Workday:

The length of the work day shall be designated by the District for each classified position at the time of employment. Each employee shall be assigned a fixed, regular, and ascertainable minimum number of hours. The District may change the times of an employee's assignment within its discretion.

C. Changes In Hours Of Employment:

The District may change within its discretion the work year, the work week or the work day for classified employees.

D. Adjustment of Assigned Time:

Any classified employee who works an average of thirty (30) minutes or more per day in excess of their regular part-time assignment for a period of twenty (20) consecutive working days or more shall have the regular assignment adjusted upward to reflect the longer hours, effective with the next pay period.

E. Lunch Period:

Employees shall be entitled to an uninterrupted lunch period after the employee has been on duty for six (6) hours. The length of time for such lunch period shall be for a period of one (1) or one-half (1/2) hour and shall be scheduled for full-time employees at or about mid-point of each work shift.

F. Rest Periods:

1. Employees shall be granted rest periods which, insofar as practicable, shall be in the middle of each work period at the rate of fifteen (15) minutes per four (4) hours worked or major fraction thereof.

2. Specified periods may be designated when the operations of the District require someone to be present at the employee's work site at all times or when the District determines it is necessary for the efficient operation of the District. Such times shall be determined by supervisors after consultation with the employees involved.

3. Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay for the employees.

G. Voting Time Off:

If an employee's work schedule is such that it does not allow sufficient time to vote in any federal, state, or local election in which the employee is entitled to vote, the District shall arrange to allow sufficient time for such voting by the employee without loss of pay.

H. Overtime:

Overtime must have prior written approval from the employee's supervisor. All overtime hours as defined in this section shall be compensated at a rate of pay equal to time and one-half the regular rate of pay of the employee. Overtime is defined to include any time worked in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week, whether such hours are worked prior to the commencement of a regularly assigned starting time or subsequent to the assigned quitting time leading to the maximum eight (8) hours in any day or on any one shift or in excess of the forty (40) hour week.

I. Compensatory Time Off:

1. Subject to limitations under the federal Fair Labor Standards Act, an employee, with District approval, shall have the option to elect to take compensatory time off in lieu of cash compensation for overtime work. Such election shall be submitted in writing to the immediate supervisor within the pay period earned. Compensatory time off shall be granted at the appropriate rate of overtime.

2. Subject to limitations under the federal Fair Labor Standards Act, compensatory time shall be taken at a time mutually acceptable to the employee and the District within twelve (12) months of the date on which it was earned. If the compensatory time has not been taken within twelve (12) months of the date on which it was earned, the District shall pay the employee in cash for all such time

at the appropriate overtime rate based on the employee's rate of pay at the time it was earned.

3. As long as the federal Fair Labor Standards Act or similar statute is applicable to the District, an employee, with District approval, may take compensatory time off in lieu of cash for overtime work, but an employee may accrue no more than 240 hours and must take compensatory time off within twelve months of the time of the overtime work.

J. Minimum Call-in Time:

Any employee called in to work on a day when the employee is not scheduled to work shall receive a minimum of one (1) hour pay at the appropriate rate of pay.

K. Call Back Time:

Any employee called back to work after completion of the regular assignment shall be compensated for at least one (1) hour of work at the overtime rate, irrespective of the actual time spent.

L. Absence From Work:

1. Tardiness

a. In addition to pay being docked for tardiness, an employee is subject to discipline for unexcused irregularities discovered in time cards. No employee may be terminated for tardiness unless there is an excessive number of unexcused tardies.

b. An employee who has provided a written excuse which appears questionable shall be provided the opportunity to meet and discuss the circumstances with the supervisor.

2. An employee who is absent from work for any reason shall complete a District Absence Form, indicating the type of absence.

3. Employees are expected to cease work at the end of their regularly scheduled work period. Overtime or compensatory time will be granted only upon written approval by the supervisor.

4. Employees may be excused from work during assigned work time only upon approval of the Superintendent or the Principal.

M. Application Of Fair Labor Standards Act:

The District may take any action necessary to ensure compliance with the federal FLSA.

N. Exempt From Overtime:

The following supervisory or administrative classified positions are exempt from overtime pursuant to Education Code section 45130:

Chief Business Officer
Director of Maintenance and Operations
Director of Technology and Cybersecurity
Accounting Manager
Foundation Development Director
Director of Finance

Legal Reference:
Education Code sections 45109, 45113, 45127, 45128, 45129, 45130, 45131, 45132
Elections Code section 14000
29 U.S.C. section 207

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