

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

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WORKWEEK

The workweek of a classified employee shall be 40 hours. The workday shall be eight hours.

Overtime shall be paid at the rate of one and one-half times the regular rate of pay for all hours worked over 40 per week.

All overtime shall be approved by the immediate supervisor of the employee in advance of its being worked.

Employees classified as Admissions Clerks may be assigned to a 40 hour work with a 10-hour workday upon the recommendation of the Administration and the specific approval of the Board of Trustees provided it is determined by the Registrar that such a workweek is essential for the maximum efficiency and productivity of the department.

Established of such a workweek shall have the concurrence of the concerned employee or employees.

Any time worked over the 10-hour-day or four-day week shall be compensated at a rate equal to one and one-half times the regular rate of pay of the employee designated and authorized to perform the work.

Holiday pay for employees on the 10-hour-day, four-day week shall be paid at the regular 8-hour-per-day rate.

Adopted 6/20/61
Revised..... 4/17/67
 11/20/67
 1/8/77

References

Fair Labor Standard Act as amended effective 2/1/67
Education Code: 13590.1-13590.2-13593.1