

# CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4233  
Page 1 of 1

## WORKWEEK

All employees will record their time worked daily on a monthly time sheet. The monthly time sheet will be approved by the employee's supervisor.

A workweek is a regularly recurring period of 168 hours in the form of 7 consecutive 24 hour periods. The workweek need not coincide with the calendar week -- it may begin any day of the week and any hour of the day. Each workweek stands alone. Employment for two or more workweeks cannot be average out for the purpose of figuring overtime. A workweek is established for each employee by their immediate supervisor. Workweeks must be assigned and a schedule of each employee's assignment on file in the Accounting Office. The Accounting Office must be informed of any assigned workweek change.

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

Overtime rates shall be at the employee's monthly salary multiplied by 12 and divided by 2080 (40 hours/week x 52 weeks per year).

For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off or other paid leave of absence shall be considered as time worked by the employee.

All overtime must be approved in advance by the immediate supervisor of the employee.

Adopted.....(Unknown)  
Revised..... 12/14/76

### Reference

Education Code: 13590.2

Legal Reference: Fair Labor Standard Act as amended effective 2/1/67