

# Salinas Union High School District

Management Personnel

Regulation # 4313.1/4413.1

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## **LOAD/SCHEDULING/HOURS OF EMPLOYMENT**

### **Workweek:**

The regular workweek shall consist of five (5) consecutive days of eight (8) hours per day, or forty (40) hours per week. Managers should expect, as work requires, to work additional hours or days from time to time.

### **Workday:**

Managers are expected to observe the normal eight-hour day. They should expect, as work requires, to work additional hours from time to time in attendance at evening meetings, athletic events, etc.

### **Compensatory Time Off:**

Managers are not entitled to compensatory time off or overtime pay for hours worked in excess of eight (8) in any one day, days worked in excess of five (5) days per week, or hours worked in excess of forty (40) per week.

### **Stress Time Off:**

When workdays or work-hours have required abnormal extra time beyond regular workdays or work-hours and the manager's effectiveness is diminished, he/she may, with the approval of the immediate supervisor, take reasonable time off to recuperate. Such time off will be without loss in salary or decrease in other benefits provided in Board policies. The Superintendent shall issue regulations to implement this policy and shall provide for a monitoring process.

### **Legal Reference:**

#### **EDUCATION CODE**

- 35014 Adoption of rules by governing board
- 35020 Duties of employees fixed by governing board
- 35035 Additional powers and duties of superintendent
- 44462 Leaves of absence
- 44963 Power to grant leaves of absence (certificated)
- 45130 Exclusion from overtime provision (classified)
- 45190 Leaves of absence and vacations (classified)

Policy adopted: 11/24/81

Reviewed and retained: 10/26/04