

WORKWEEK AND ABSENCE REPORTS

- 7.1 Workweek for Employees with an Exempt Status.** The regular workweek for management and supervisory employees in an exempt status is an average of 40 hours per week. Further, the actual work schedule for the individual employee will be determined by the employee and the supervising manager.
- 7.1.1 Absence Report.** All employees with an exempt status will complete an absence report form on a monthly basis to certify service rendered or use of any time of leave (e.g., sick leave, vacation, bereavement, etc.). Also, the immediate supervisor will be required to approve the absence report. In reporting time off (e.g., vacation, sick leave, etc.) on the monthly absence report, only full days off are to be reported.
- 7.1.2 Exceeds Normal Hours.** When work demands exceed normal working hours, said employees shall be free to take time equivalent to time worked in excess of 40 hours per week within a reasonable time period. Time off should be scheduled consistent with work demands and with prior approval of the immediate supervisor.
- 7.1.3 Works Holiday.** When work demands require an employee to work on a designated holiday, the employee will be given comparable time off within a reasonable time period. The need to work on a designated holiday must be approved by the immediate supervisor. Time off for working on a designated holiday should be scheduled consistent with work demands and with prior approval of the immediate supervisor.
- 7.2 Workweek for Employees with a Non-Exempt Status.** The regular workweek for full-time supervisory employees in a non-exempt status and confidential employees is 40 hours per week. A 30-minute or one-hour meal period will be scheduled in the middle of each day. Two 15-minute rest periods will be scheduled in the middle of each work period. Further, the actual work schedule for the individual employee will be determined by the employee and the supervising manager.
- 7.2.1 Absence Report.** All such employees will complete an absence report form on a monthly basis to certify service rendered or use of any time of leave (e.g., sick leave, vacation, bereavement, etc.). Also, the immediate supervisor will be required to approve the absence report. In reporting time off (e.g., vacation, sick leave, etc.) on the monthly absence report, all leaves are to be reported.
- 7.2.2 Exceeds Normal Hours.** Overtime pay for supervisory employees in positions designated as non-exempt and for confidential employees shall be computed at one and one-half times the regular rate of pay. Overtime includes work on a holiday, or work in excess of eight hours in any day or in excess of 40 hours in any week. All overtime must have prior approval of the Chancellor, Vice Chancellor, College President or designee. A list of supervisory positions and the corresponding exemption status as approved by the Governing Board are listed in the Appendix.
- 7.3 Summer Work Schedule.** Each District location will determine whether the summer work schedule will be effective on a year-to-year basis. In those years where it is to be implemented, the summer work schedule shall be from Monday following the end of the spring semester through the Friday two weeks before the first day of instruction of the fall semester. The summer work schedule for full-time managers, supervisors, and confidential employees may be either four

consecutive work days of ten hours each, Monday through Sunday or the normal five consecutive work days of eight hours each depending on operational need. The summer work schedule for employees will be approved by their respective supervisors.

- 7.4 Regularly Scheduled Night Work for Supervisory and Confidential Employees.** Supervisory and confidential employees assigned to a regular working schedule for one-half of their daily hours between 5:00 p.m. and midnight will be granted five-percent (5%) additional monthly pay. Those employees assigned to a regular working schedule for one-half or more of their daily hours between midnight and 6:00 a.m. will be granted seven and one-half (7.5%) percent additional monthly pay.
- 7.5 Alternative Workweek (4/10 or 9/80).** A 10-hour-per-day, 40-hour four-consecutive-day workweek (4/10) or an eighty-hour over nine-days-per-two-week period (9/80) may be established for managers, supervisors, and confidential employees subject to the approval of the District.
- 7.5.1 Reporting to Payroll and Human Resources.** Colleges or departments that approve employees for an alternative workweek schedule shall notify District Human Resources. District Human Resources shall make the necessary documentation changes and notify District Payroll. Employees on an alternative workweek schedule shall indicate the schedule on the bottom of the monthly time sheet (either 4/10 or 9/80).
- 7.5.2 Leave Accounts Charged for Actual Hours.** Earned paid leaves (i.e., sick, vacation, etc.) and leave without pay shall be recorded for the scheduled hours per day for the date of absence. For example, if an employee is on a 4/10 schedule and the employee is sick for a day, the time sheet shall reflect 10 hours of sick leave usage. The same shall apply to all other leaves. On a 9/80 schedule, if an employee works nine hours for eight days and eight hours on the ninth day, the time sheet shall reflect the leave hours appropriate for the specific day s/he was absent (either nine or eight).
- 7.5.3 Conversion of Leave Days to Reflect Alternative Workweek.** Leaves that are subject to a maximum number of days per year shall be recorded for the scheduled hours per day for the date of absence, and the hours shall be converted to daily equivalents based on an eight (8) hour day for full-time positions. Daily equivalents for part-time positions shall be proportional.