

.CHAPTER 10

HOURS OF EMPLOYMENT AND OVERTIME

BARGAINING UNIT MEMBERS REFER TO CONTRACT

10.1

WORK SCHEDULES

a consecutive 24-hour period unless prior organizational and occupational adjustments have been made to the department standard work schedule.

meal period of at least thirty (30) minutes to a maximum of one (1) hour. The meal period shall be assigned at or about the midpoint of each work shift.

REFERENCE: Education Code Sections 88080 and 88081

10.1.G

REST PERIODS: Each employee shall be allowed a fifteen (15) minute rest period during any four (4) hour working period, which is not interrupted by a meal period or similar break. Such rest period must be taken at the assigned work site, unless prior approval has been obtained from the immediate supervisor.

1. Employees shall be granted rest periods which, insofar as practicable, shall be in the middle of each work period, but scheduled no later than prior to the last hour of the employee's work day.

REFERENCE: Education Code Sections 88080 and 88081

10.1.H

SPLIT SHIFT ASSIGNMENTS: The District shall have the right to assign classified employees to a split shift as part of a regular assignment. The periods between split shifts shall be unpaid so long as the period of unpaid time exceeds one (1) hour or more. Split shifts of one (1) hour or less shall be paid at the appropriate regular or overtime rate of pay. Bonafide scheduled meal periods of at least 30 minutes but no more than one hour as required under these Rules shall not be considered a split shift and shall be considered as unpaid time.

1. If there is more than one hour between shifts, the employee must receive one hour of pay.
2. Compensation for time between split shifts will not be counted for overtime purposes, since it is not compensation for hours actually worked.

REFERENCE: Education Code Sections 88080 and 88081

10.2.A. OVERTIME: All overtime hours as defined in this rule shall be compensated at the rate of pay equal to time and one-half (1 ½) the regular rate of pay of the employee for all hours worked in an overtime status. Overtime is defined to include any time worked in excess of eight (8) hours in any one day or on any one shift, 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.

1. For employees who are assigned to work an average of four (4) hours per day during the regular work week, all hours worked beyond the workweek of five (5) consecutive days shall be compensated at the overtime rate commencing on the sixth and seventh day of work. For employees who are assigned to work an average of less than four (4) hours per day during the regular work week, all hours worked beyond eight (8) hours on the sixth day shall be compensated at the overtime rate, and all hours worked on the seventh day shall be compensated at the overtime rate.
2. All hours worked by an employee on any holiday designated by these rules, the law, or the district shall be compensated at the holiday overtime rate of pay.
3. For purposes 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.
4. Compensating time off may be granted at the request of the employee in lieu of payment for overtime. Compensation time is earned at the same overtime rate. Compensating time off shall be taken not later than twelve (12) calendar months from the date the overtime was worked, and subject to the approval of the immediate supervisor.
5. Maximum accrual for compensatory time is 240 hours (160 regular hours x 1 ½). Upon termination of employment, any accrued compensatory time shall be paid in cash at the employee's current pay rate. Compensatory time shall be paid in cash after the twelve (12) calendar months, if not used by the employee.
6. Overtime is permitted when required and authorized in advance. No employee shall be required or permitted to work overtime unless such overtime work is authorized by the responsible supervisor, with approval by the appropriate Vice President.
7. Managers and Supervisors (except those listed in Rule 10.2.F) shall earn time and one-half (1 ½) for all hours worked in excess of 40 hours per week if the overtime has been authorized by their immediate supervisor with approval of the Vice President.

REFERENCE: Education Code Sec82eir

10.2.B. ASSIGNMENT OF OVERTIME: Overtime work shall be equitably assigned among all qualified classified employees who are in the same class, the same organizational unit, and the same work location. In assigning overtime the supervisor may consider:

1. Special skills and/or training required for an employee to perform the specific work and
2. The availability of regular part-time classified employees to perform the required work.

1. Director of Fiscal Operations
2. Director of Facilities
3. Director of Purchasing
4. Director of Support Services
5. Director of Grants
6. Director of Human Resources
7. Controller/Assistant Director of Fiscal Affairs
8. Chief of College Police
1. Systems and Programming Manager
2. Public Information Officer
3. Payroll and Benefits Manager
4. Operations Manager
5. Maintenance Manager
6. Lieutenant, College Police
7. Deputy Director of Facilities
8. Manager of Student Life - PCC
9. Assistant Director Workforce Development
10. Project Manager
11. Project Director
12. Director, Community & Contract Education
13. Network Services Manager
14. Administrative Operations Manager

REFERENCE: Education Code Sections 88029, 88080 and 88081