

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4213.1

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED: 10/21/09

SUBJECT: Load/Scheduling/Hours of Employment

The normal work week for classified personnel has been established as forty (40) hours, beginning at 12:01 a.m. Monday of each week.

If requested by the employee and approved by the department head, an alternate work schedule, as authorized by E.C. 45133, may be allowed. Department head approval shall be conditioned on assurance that services to staff, students, school districts or the general public shall not be adversely affected.

If the alternate work schedule is approved, the work week shall be 40 hours, beginning at 12:01 p.m. on the scheduled eight (8) hour day.

The normal working day is eight (8) hours. Work schedules are determined on the basis of doing the work assigned to the best advantage of the office.

If the alternate work schedule is approved, the work day shall be an eight (8) hour day, but the start or close of the day may be adjusted by one-hour in either direction.

A duty free meal period of at least 30 minutes shall be allowed all employees employed five or more hours per day. The duty free meal period shall not be counted as time worked. The meal period shall be scheduled by the supervisor/site administrator to best meet the office/class schedule, within the provisions of applicable labor laws.

A rest period of fifteen (15) minutes in the morning and fifteen (15) minutes in the afternoon will be allowed each member of the staff. In order that the office will be properly staffed at all times, this privilege is subject to proper control by divisional schedule.

Required rest periods may not be used to extend lunch period or to leave place of employment early. It shall be the responsibility of each employee to not take longer than the period allowed.