

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

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Reference: EC 45127-32; PC 70.300

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.3 CLASSIFIED PERSONNEL

4.302 WORK PERIODS

SECTION 4.302.1 Workday/Workweek

Purpose

To provide regulations and procedures governing the workday and the workweek for classified employees.

Regulations

1. **Work Schedules** – The appropriate manager or supervisor shall be responsible for establishing the work schedule for each classified employee assigned to his/her school or department, and for notifying the employee of the established schedule.
2. **Length of Workday** – The workday for a full-time classified employee shall be eight hours exclusive of the lunch period. The workday may not be shortened by an employee foregoing rest breaks or the lunch period.
3. **Length of Workweek** – The workweek of a full-time classified employee shall be forty hours and shall consist of assignment for five consecutive days. Part-time employees may be assigned to five consecutive days or less if they have an average workday of four hours or more during the workweek, or to six consecutive days or less if they have an average workday of less than four hours during the workweek.
4. **Lunch Periods** – Each classified employee assigned for more than five hours a day shall be scheduled for a duty free lunch period of not less than 30 minutes. Employees shall not be assigned standby or to other work during this lunch period and are free to leave the work location during such time.

Procedure

1. Manager or Supervisor

Establishes classified employee work schedule and notifies employee of his/her hours of assignment, scheduled lunch breaks, etc.