

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 2

**Date:** 7/29/91

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**Reference:**

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.3 CLASSIFIED PERSONNEL**

**4.302 WORK PERIODS**

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**SECTION 4.302.3 Definitions**

**Overtime** is defined as all directed work by an employee in a paid status in excess of eight (8) hours per day or forty (40) hours per week.

**Regular Time** is time worked by an employee on a regular basis (day to day, week to week, etc.) in the performance of his/her duties.

**Extra Time** is work performed by an employee which is over and above his or her regular assignment but which does not place the employee in an overtime status. Extra time may be either required on the part of the District (directed) or voluntary on the part of the employee.