

**POWAY UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 3

**Date:** 7/29/91

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**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**Reference:** EC 45127-32; PC 70.300

**4.3 CLASSIFIED PERSONNEL**

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**SECTION 4.302 WORK PERIODS**

Work schedules for classified positions are established in accordance with the needs of the District. Standard assignment years (i.e., 10, 11, 12 months) shall be assigned. Full time positions shall be assigned a work week of forty hours, and shall consist of five consecutive eight hour work days. The District reserves the right, when necessary, to alter the work week in the best interests of the educational organization. Overtime shall be authorized and paid in accordance with appropriate law, bilateral contract agreements, and Personnel Commission Rules.

The following paid holidays shall be observed:

- Independence Day
- New Year's Day
- Lincoln's Birthday
- Washington's Birthday (Presidents' Day)
- Labor Day
- Admission Day (or an alternate day designated by the Superintendent)
- Veteran's Day
- Memorial Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Two days during the winter recess to be designated by the Superintendent
- One-half day, or one full day depending on collective bargaining agreements, in the spring to be designated by the Superintendent
- Martin Luther King Day