

**CLASSIFICATION: Classified Personnel**

**ADOPTED: 1/5/79**

**REVISED: 7/5/95**

**SUBJECT: Workday, Flexible Hours**

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In recognition of increasing traffic congestion, the County Superintendent of Schools encourages the use of flexible hours for classified employees under the conditions specified below:

1. A classified employee may request a long-term adjustment of his/her workday subject to the approval of the immediate supervisor and assistant superintendent.
2. Consideration must first be given to coverage and needs of the San Diego County Office of Education.
3. All operations must be available to meet the needs of school districts and the public during the hours of 8 a.m. to 5 p.m.
4. The regular workday of a full-time classified employee shall be eight (8) hours and shall include the core hours of 9 a.m. to 3 p.m.
5. Lunch and rest periods granted to bargaining unit members pursuant to the provisions of the California School Employees Association Agreement, as applicable, shall be scheduled with the approval of the employee's immediate supervisor.
6. Reasonable use of flexible hours to accommodate the desires of employees.

**Derivation: Former Administrative Regulation No. 4210, Adopted 1/5/79 and Amended 4/21/89. Amended and Renumbered 4203, 7/5/95.**

**Legal Reference: Education Code  
4300  
Current CSEA Negotiated Agreement  
Article X, sections 10.1, 10.5, 10.6**