

SAN DIEGO COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 4304**

**CLASSIFICATION: Management and Confidential
Personnel**

ADOPTED: 7/5/95

REVISED: 3/23/10

**SUBJECT: Work Schedules – Management
Personnel**

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The work year for certificated management employees is prescribed in an annual contract that specifies the days of service required. Certificated management employees shall plan collaboratively with their supervisors an annual work calendar that specifies work and recess days. All recess days must be taken between July 1 and June 30. Under extraordinary circumstances, requests to carry-over recess days into the next fiscal year may be made and require approval by the division assistant superintendent or designee prior to June 30.

A workday for classified management employees shall be any day the County Office of Education is open for business. Approved vacation and holidays as established by the County Superintendent of Schools are included in the work year for classified management employees.

All certificated and classified management employees are exempt employees for the purposes of the Fair Labor Standards Act. Management assignments are no less than eight-hour-per-day assignments, and managers are expected to provide service for a full day unless a part-time assignment is authorized by the division assistant superintendent.

The County Superintendent of Schools recognizes that certificated and classified managers, as part of their professional responsibilities, are periodically required to provide services outside of regular business hours, such as in the evening or on a weekend or holiday. The division assistant superintendent, or designee, may authorize workday credit for required work performed in the evening or on a weekend or holiday that is part of a management employee's assignment.

**Legal Reference: Education Code
45102, 45127, 45130, 45197, 45203, 45205 - 45206.5
Government Code
20630, 20898
United States Code, Title 20
213
Current Merit System Rules and Regulations**