



Policy

7234 Overtime

The Chancellor shall ensure procedures are enacted, as appropriate and outlined in the collective bargaining agreement.

References:

Adopted: January 12, 2022
Last Reviewed: January 12, 2022

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Administrative Procedure

7234 Overtime

Overtime is defined to include any time required to be worked in excess of eight hours in any one day or in excess of 40 hours in any calendar week.

For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee.

When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the District.

Persons serving in supervisory, administrative, or executive positions shall be excluded from these procedures regarding overtime.

The procedures governing overtime are included in the California School Employees Association (CSEA), Chapter 420, Collective Bargaining Agreement.

References:

Education Code Sections [88027](#), [88028](#), [88029](#), and [88030](#); CSEA Chapter 420 Collective Bargaining Agreement

Procedure Last Revised: January 12, 2022

Last Reviewed: January 12, 2022