

**BP 7234 OVERTIME**

**References:**

Education Code Sections 88027 through 88030

The District shall provide overtime pay or compensatory time off in accordance with statute, Administrative Procedure 7234 and the Collective Bargaining Agreement between the District and Riverside Community College District Employees, Chapter #535.

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Date Adopted: November 18, 2008  
(Replaces RCCD Policy 4027)

**AP 7234 OVERTIME**

**References:**

Education Code Sections 88027 through 88030

Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week. Overtime pay for classified non-exempt employees shall be in accordance with the Education Code and the collective bargaining agreement between the District and the Riverside Community College District Employees, Chapter 535, Article XV. If a position is assigned to a Board approved work day in excess of eight hours, overtime would be earned after the established workday and in excess of 40 hours in the calendar week.

No overtime hours shall be worked without specific authorization from the employee's supervisor. The supervisor shall validate the need for the overtime. Except when there is an emergency, the District shall endeavor to inform an employee before assigning overtime if compensatory time in lieu of overtime payment will be available for overtime worked. The employee and the District may subsequently mutually agree to change the overtime worked from compensatory time to pay or vice versa. Any employee working additional hours shall complete the form titled "Classified Employees Overtime/Compensatory Time Report". The form shall be approved by the employee's supervisor and submitted to the payroll department by the 16<sup>th</sup> of each month.

Whenever an employee is requested to return to work after hours, weekends or holidays, the employee will be compensated for his or her time at the appropriate hourly rate with a minimum payment of two hours.

The work week shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. the following Saturday. If the Board of Trustees establishes a workday of less than eight hours but seven hours or more and a workweek of less than 40 hours but 35 hours or more for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall be deemed to be overtime.

The foregoing provisions do not apply to:

- classified positions for which a workday of fewer than seven hours and a workweek of fewer than 35 hours has been established,
- positions for which a workday of eight hours and a workweek of 40 hours

has been established, but in which positions employees are temporarily assigned to work fewer than eight hours per day or 40 hours per week when such reduction in hours is necessary to avoid layoffs for lack of work or lack of funds and the consent of the majority of affected employees to such reduction in hours has been first obtained.

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 by the District for the period of July 1 to June 30, in lieu of cash compensation, such time must be taken by the succeeding August 31, or be compensated for in cash by September 30 of the succeeding year.

An employee having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following the commencement of his or her workweek, be compensated for at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.

Hours worked above eight in any day or 40 in any week are overtime. Employees who work more than eight hours per day are compensated for overtime at not less than 1 1/2 times the employee's regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and 2 times the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday. However, in the case of an employee working a four-day, 10 hours per day schedule, overtime shall be paid for hours in excess of 10 hours per day or 40 hours per week.

Employees who are required to work on legal holidays are paid at 1 1/2 times their regular hourly rate of pay for hours worked up to eight hours; additional hours, worked in the same day, in excess of eight and up to 12 hours, are paid at 2 1/4 times the regular hourly rate of pay; hours worked in excess of 12 hours are paid at 3 times the regular hourly rate of pay.

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

Office of Primary Responsibility: Vice Chancellor, Diversity and Human Resources  
District Finance and Payroll Departments

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Administrative Approval: June 18, 2012  
(Replaces current Riverside CCD  
Regulation 4027)