

POLICY 4351
STAFF WORK SCHEDULES

Each employee shall be on duty and carry out his/her assigned responsibilities throughout regular working hours.

CROSS REF.: 4351.1 Teaching Load
Employee Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: June 27, 2000
March 28, 2017

RULE 4351
GUIDELINES FOR DEDUCTIONS
FOR HOURLY EMPLOYEES

When deductions are necessary, the established workday shall be the basis for computing deductions. Deductions for hourly employees shall be computed on the basis of the employee's hourly rate. Deductions will be rounded to the nearest hour.