

**MANAGEMENT. SUPERVISORY AND CONFIDENTIAL PERSONNEL**

Days/Hours of Employment

It is required that the work day for all classified and certificated management and supervisory staff will vary to meet the specific requirements of the assigned position. Management staff shall not be entitled to overtime on any given work day nor shall deductions be made for absences of less than one day. Should the need arise to calculate an hourly salary or equivalent, a division of eight (8) hours shall be used.

The work day for full-time confidential employees shall be seven and one half hours (7 1/2).

The total number of annual work days for certificated management shall be set for each position by the Superintendent and reviewed periodically. Any adjustments up or down from the schedule of work days shall be reflected in an appropriate change of salary. Any reduction in the number of work days from one contract year to another shall constitute a form of reduction and proper notification shall be provided the employee as required by law. Any increase made in the length of a given work year may be made either on a temporary or permanent basis and shall be so specified in writing.

Full-time classified management, supervisory and confidential employees shall work a year that is commensurate with twelve (12) month office classified personnel.

Part-time personnel shall be paid pro-rated as appropriate to their assignment.

*Legal Reference:*

EDUCATION CODE

1293 Certificated employees: contracts

1311 Employment of persons not requiring certification qualifications

Policy

Adopted: November 6, 1991

Revised: July 1, 2007

Reviewed: January 14, 2009

**HUMBOLDT COUNTY OFFICE OF EDUCATION  
Eureka, California**