

**EXTRA HOURS/DAY PAY FOR MONTHLY CLASSIFIED EMPLOYEES**

It is the District's intent to ensure that part-time employees are accorded fringe benefits on an appropriate prorated basis with full recognition given to the number of hours/days worked rather than on the basis of time fixed to the position when the fixed time is not reasonably correlated with the actual time worked.

1. When work normally done by a classified employee needs to be performed during a position's non-work period, the employee in that position should be offered the opportunity to work. If s/he declines the opportunity, the temporary assignment should be offered to other employees in the classification, in descending order of seniority date of hire within the classification.
2. A monthly classified employee who is employed for fewer than twelve months shall be paid at his/her regular hourly rate of pay when employed for extra hours/days beyond the regularly assigned work year in his/her regular classification.
  - a. The monthly classified employee shall be paid at his/her regular hourly rate of pay for hours in excess of the regular daily schedule up to a total of eight hours worked per day (ten hours when the summer 4-10 schedule applies) on the first through the fifth day of the workweek.
  - b. Hours in excess of eight hours per day or on the sixth or seventh day of the workweek are paid at the employee's overtime rate.
3. If the assignment is to work in another classification, he/she shall be paid the hourly equivalent of the salary range and step placement for that classification which is determined as follows:
  - a. Assignments to a position in a higher salary range shall be placed on the step in the higher range that provides at least a five percent salary increase over the employee's regularly scheduled salary, not to exceed the maximum step in the higher salary range.
  - b.. Assignments to a position in a lower salary range shall be placed on the step in the lower range that provides the same salary as the employee's regularly scheduled salary; however, in no case shall an employee be placed higher than the maximum of the lower range.
4. A part-time monthly classified employee who works a minimum of thirty (30) minutes per day in excess of his/ her part-time assignment for a period of twenty (20) consecutive working days or more shall have his/her basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis.

Education Code 88002, 88035, 88036