



Administrative Procedure

Number:	334
Effective:	9/14/82
Supercedes:	
Page:	1 of

Subject: WORK WEEK GROUPS

1.0. PURPOSE:

To define the function of work groups as they relate to administrative and non-academic staff positions.

2.0. ORGANIZATIONS AFFECTED:

2.1. All organizational units of the University, excluding auxiliary organizations.

2.2. Important -- This procedure, or portions thereof, may be superseded by a contract between The California State University and an exclusive representative.

When referring to this procedure as it relates to actions affecting represented employees, consult the contract that applies to employees within the represented unit.

3.0. REFERENCES:

3.1. California Administrative Code, Title 5, Section 42713 and Title 3, Section 89502.

3.2. Government Code, Sections 19851, 19843 and 19847.

3.3. University and Colleges Administrative Manual (UCAM), Section 6211.

3.4. The California State University Salary Schedule, published by the Office of the Chancellor.

4.0. POLICY:

For each class or position for which a monthly or annual salary range is established by the Trustees of the California State University, the Trustees shall establish and adjust work week groups and shall assign each class or position to a work week group. The California State University employee work week shall be 40 hours, and the work day eight hours. Variations of the work week/work day may be established to accommodate service needs, but must be on 40 hours.

Approved:

Date:

5.0. DEFINITIONS:

- 5.1. Work Week Group 1—Classes and positions with a minimum work week of 40 hours. Authorized work in excess of the minimum work week is compensable by cash or compensating time off on a 1 ½-time basis.
- 5.2. Work Week Group 4A—Classes and positions with a minimum work week of 40 hours. Overtime of at least one hour at any one time is compensable by compensating time off on a straight-time basis.
 - 5.2.1. Overtime should be credited on an hourly basis with a full hour credit to be granted if half or more of the hour is worked. Smaller fractional units will not be accumulated.
 - 5.2.2. When compensating time off is not practicable, the President, or designee, may authorize cash compensation on a straight-time basis.
- 5.3. Work Week Group 4B—Classes and positions with a work week consisting of a minimum average of 40 hours a week during any twelve consecutive pay periods, but no specified maximum number of hours per day.
 - 5.3.1. Overtime does not accrue for work performed on a normal work day.
 - 5.3.2. Subject to the provisions of call-back time, ordered work on a normal day off is compensable by compensating time off on an hour-for-hour basis not to exceed eight hours.
 - 5.3.3. Cash payment for ordered work on a normal day off is not permitted except upon authorization by the Chancellor prior to the time the work is performed.
- 5.4. Work Week Group 4C—Classes and positions with a minimum average work week of 40 hours. The regular rate of pay is full compensation for all time that is required of the employee to perform the assigned duties of the position.
 - 5.4.1. Authorized work in excess of the minimum average work week is not compensable, and shall not be deemed overtime.
 - 5.4.2. If an employee in this subgroup is not required by the appointing power to work a normal work day or part thereof, the employee nevertheless shall receive the regular rate of pay without deduction

if the absence does not reduce the average work week below 40 hours within the 12 pay periods ending with the pay period in which the absence occurred.

5.5. Work Week Group 4D12—Classes and positions with a minimum average work week of 40 hours for a period of any ten consecutive pay periods as determined by the campus for each position.

5.5.1. The regular rate of pay is full compensation for all time that is required of the employee to perform the assigned duties of the

Subject: WORK WEEK GROUPS

1.0. PURPOSE 5.5.2. If an employee is required to serve in excess of ten months during any 12-month period, the employee shall be paid for such excess service at the monthly rate of 1/10 of the annual salary and non-academic staff positions.

6.0. RESPONSIBILITIES:

2.0. ORGANIZATIONS AFFECTED:

6.1. Personnel Management and Services will review all proposed new/revised

2.1. All classification standards of the University, proposed work week groups, organizations.

6.2. President, or designee, may authorize cash compensation when

2.2. compensation procedures, not practicable for employees in Work Week Group 4A between The California State University and an exclusive representative.

6.3. Department Supervisors will request approval of overtime for eligible positions prior to scheduling as assignments affecting represented employees, consult the contract that applies to employees

6.4. with School and Department Administrators will:

3.0. REFERENCES: Insure that all service in excess of 40 hours is justified.

3.1. California Administrative Code, Title 5, Section 42713 and Title 3, Section 89502.

6.5. Payroll Office will keep accurate individual records of overtime hours.

3.2. Government Code, Sections 19851, 19843 and 19847.

7.0. PROCEDURES:

3.3. University and Colleges Administrative Manual (UCAM), Section 6211.

7.1. Personnel Management and Services will:

3.4. The California State University Salary Schedule, published by the Office of the Chancellor. receipt of proposed new/revised classification standards from the Office of the Chancellor, review classification contents

4.0. POLICY: with respect to work week groups.

For each class or position affected which campus organization will be arranged.

established by the Trustees of the California State University, the Trustees shall establish and adjust by group, and shall assign recommendations to the Office of work week group. The California State University employee work week shall be 40 hours, and the work day eight hours. Variations of the work week/work day may be established to accommodate service needs, but must be on 40 hours.

Approved:

Date:

- 7.2. President, or designee will authorize cash compensation for overtime worked by Work Week Group 4A employees when the individuals accumulated overtime is such that is impractical to schedule an equivalent amount of time off.
- 7.3. Department Supervisors will schedule overtime, as needed, and record actual overtime hours as outlined in the Administrative Procedure on Overtime.

Subject: 7.4. WORK WEEK GROUPS Administration will:

1.0. PURPOSE 7.4.1. Review requests for overtime.

To define the function of what sufficient funds are available for payment and non-academic staff positions.

7.5. Payroll Office will:

2.0. ORGANIZATIONS AFFECTED:

7.5.1. Monitor compensating time off hours to be sure the employee has used the time within the 12th pay period and notify departments and organizations employees of CTO hours to be used before the 12th pay period.

7.5.2. Important - This cash payment for CTO hours of in the 13th pay period by a contract between The California State University and an exclusive representative. Prepare lists of overtime hours for employees in Work Week Group 4A to be submitted for cash payment approval.

When referring to this procedure as it relates to actions affecting represented employees, compile the names that apply to employees for distributed to individual employees.

3.08.0. REFERENCES:

- 3.1N/A California Administrative Code, Title 5, Section 42713 and Title 3, Section 89502.
- 3.2. Government Code, Sections 19851, 19843 and 19847.
- 3.3. University and Colleges Administrative Manual (UCAM), Section 6211.
- 3.4. The California State University Salary Schedule, published by the Office of the Chancellor.

4.0. POLICY:

For each class or position for which a monthly or annual salary range is established by the Trustees of the California State University, the Trustees shall establish and adjust work week groups and shall assign each class or position to a work week group. The California State University employee work week shall be 40 hours, and the work day eight hours. Variations of the work week/work day may be established to accommodate service needs, but must be on 40 hours.

Approved:

Date: