

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.02**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.02 Non-Represented Employees: Work Year and Workday  
**Revision Date:** 2/11

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1. The work year for management and academic supervisory employees shall be the total number of calendar days in the year from July 1 through the following June 30, less 27 days of vacation and, usually, all Saturdays, Sundays and holidays approved by the Board of Trustees.
2. The normal workday for managers and academic supervisory employees shall consist of seven and one-half hours. These employees are exempt from the overtime pay provisions of the Fair Labor Standards Act and the Education Code. The duties, flexibility of hours, salary, benefit structure and authority of these positions are of such a nature that they are set apart from the positions which are subject to the overtime provisions of State and Federal law.
3. The work year for classified professional/supervisory employees and confidential employees shall normally be the total number of calendar days in the year from July 1 through the following June 30, less vacation as specified in sections 5.54 and 5.64 of this Chapter, and, usually, all Saturdays, Sundays and holidays approved by the Board of Trustees.
4. The workday for classified professional /supervisory employees and confidential employees shall normally consist of seven-and-one-half hours.