

**CHAPTER 4: Classified Personnel
ADMINISTRATIVE PROCEDURE NO. 4.00.2 (AP 7234)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 4.00.2 Overtime Procedures - Non-exempt Classified Employees

Revision Date: 12/12

References: Education Code Sections 88027,88028, 88029 and 88030

1. Overtime is defined as any time worked in excess of 7.5 hours in any one work day and in excess of 37.5 hours in any one work week.
2. For the purpose of computing the number of hours worked, any time during which a non-exempt employee is excused from work due to holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered time worked for purposes of computing overtime.
3. When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within the next month after the time has been worked and no later than June 30 of any fiscal year.
4. Exempt employees (supervisory, administrative, and executive) are excluded from these procedures regarding overtime.
5. The procedures governing overtime are included in the California School Employees Association (CSEA), Chapter 33, and American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local 829 Collective Bargaining Agreements which can be viewed at:

CSEA:

<https://smccd-public.sharepoint.com/humanresources/Collective%20Bargaining%20Agreements/CSEA%20Contract%202013-2016%202-14-2014.pdf>

AFSCME:

<https://smccd-public.sharepoint.com/humanresources/Collective%20Bargaining%20Agreements/AFSCME%20Contract%202013-2016.pdf>