

4160 Educational Support Personnel Trade Time

Trade time must be worked and taken within the same work week (~~12:01 a.m. Saturday –12:00 midnight Friday~~) (12:00 a.m. midnight Saturday-11:59 p.m. Friday).

A Supervisor may use discretion in adjusting a daily schedule to meet job or convenience needs as long as the total hours worked are equal to but do not exceed the normal daily hours and would not potentially contribute to overtime.

If unanticipated job needs arise that prevent the supervisor from trading time as per agreement, such time over forty hours worked must be submitted on an overtime record slip.

ADOPTION DATE: February 2, 1994; Renumbered May 22, 1995 (formerly 4234); Reviewed September 12, 2006; Reviewed April 28, 2015; **Reviewed with minor revisions December 13, 2022**

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: