

Administrative Regulation

Classified Employees, Special Provisions for

A. Retirement

Employees who work four hours or more per day on a regular basis shall become members of the Public Employees' Retirement System upon appointment.

Employees who become members of the Retirement System must also contribute to Social Security.

Employee and employer contributions to the Retirement System and Social Security shall be determined by applicable state and federal law.

B. Rest Periods

All classified employees will be entitled to one fifteen-minute rest period during each four hours of work.

The specific time for the rest periods shall be scheduled by the employee's immediate supervisor to meet the needs of both the school district and the employee.

Rest periods may not be accumulated or used to lengthen the lunch period or shorten the workday.

C. Payroll Deductions

Payroll deductions may be authorized by the Board of Education for organizational dues, insurance, credit union, and welfare purposes when written requests are on file and when deductions are within the scope of the Board of Education's Administrative Regulations.

The subject of parts of this regulation is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the affected provisions of this regulation as they apply to employees in that unit.

Ref: EC Sections 44032, 44033, 44041, 45136, 45168

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