

POLICY 4351  
STAFF WORK SCHEDULES

Each employee shall be on duty and carry out his/her assigned responsibilities throughout regular working hours.

CROSS REF: 4351.1 Teaching Load  
Employee Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: June 27, 2000  
March 28, 2017

RULE 4351  
GUIDELINES FOR DEDUCTIONS  
FOR HOURLY EMPLOYEES

When deductions are necessary, the established workday shall be the basis for computing deductions.  
DHGXFWLRQV IRU KRXUO\ HPSOR\HHV VKDOO EH FRPSXWHG RQ WK  
will be rounded to the nearest hour.