

# GDL ©

## SUPPORT STAFF WORKLOAD

The normal workweek for support staff personnel will not exceed forty (40) hours per week. Typically the week will be based on eight (8) hours per day, five (5) days per week; however, the Superintendent may designate other workweek structures to meet varying conditions and needs of the District. Employees will be notified at least one (1) week in advance of any modification to the workweek plan.

Individual employee work schedules will be based on the position held by the respective employees and on District needs as identified during the employment process.

For the purpose of calculating regular and overtime hours in accordance with wage and hour requirements, the District's designated workweek shall begin at 12:01 a.m. on Thursday and conclude at 12:00 midnight the following Wednesday.

An employee may work overtime, provided that advance authorization is obtained from the supervisor in charge or, in the case of an emergency, authorization is obtained immediately upon completion of the work or as soon thereafter as practicable.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. [23-391](#) 29 U.S.C. 207, Fair Labor Standards Act 29 C.F.R. 516 *et seq.*, *Fair Labor Standards Act Arizona Constitution, Article 18, Section 1*

CROSS REF.: [GDBC](#) - Support Staff Supplementary Pay/Overtime