

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 7  
Human Resources

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**AR 7260 Classified Supervisors and Managers – Workweek**

**Workweek**

The regular workweek for management employees consists of five full days of professional services, typically rendered five days a week, with a minimum expected work week of 40 hours.

Management employees are Fair Labor Standards Act (FLSA) exempt and excluded from overtime compensation provisions. They do not receive additional pay for hours worked beyond 40 hours per week.

It is expected that if a management employee is going to be absent from the workplace for more than four (4) hours for any reason, such as a medical or a personal appointment, that the employee should submit an absence form for the eight (8) hours and use an appropriate leave. Any absence from the workplace of up to four (4) hours must be authorized by their supervisor prior to the event. In the event of an emergency, the management employee must notify their supervisor as soon as practicable.

**Teaching by Management Employees:**

Management employees are not permitted to teach academic classes within the district.

**Adopted: July, 18, 2022**