

## 36 Hour Workweek Pilot FAQ for Classified Professionals

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### 1. Why are we doing this and how is this being paid for?

The District is exploring this opportunity to find ways to improve operational effectiveness, efficiency, and equity. AFT Classified professionals will receive a one-time, off schedule payment of 1.7% of 2025 calendar year earnings to be paid in March of 2026. This preserves the ongoing RAF allocation for potential agreement on a permanent reduced workweek.

### 2. If I work four 9-hour days Monday through Thursday and a holiday falls on a Friday, do I get a day off in lieu?

Yes, you get a different day off in lieu during the same week. Employees scheduled to be off on a holiday get the preceding or following day off.

For example, for Friday holidays you would take the preceding Thursday off. For Monday holidays you would take the following Tuesday off. You would enter Time Reporting Code **ILH – In Lieu of Holiday** on your timesheet with a value of 9 hours.

### 3. If I work four 9-hour days Monday through Thursday is 1 hour each day overtime?

No, a modified work schedule of four 9-hour days changes the daily overtime threshold to 9 hours.

### 4. If I work four 8-hour days Monday through Thursday and half day Fridays, will I only get a half day (4-hour holiday) instead of an 8-hour holiday?

Yes, that's correct. You would get Friday off and the value of that day off would equate to 4 hours.

### 5. I am not a full time, 1.0 FTE employee. How does this pilot program impact me?

It does not. The pilot program only applies to full time, 1.0 FTE, 40 hours per week employees.

### 6. How does the pilot impact my accruals? Will they be prorated?

No, your accruals will not be prorated. You will continue to accrue sick and vacation at your current rate per the guidelines in your CBA or Handbook.

**7. Do hours worked beyond the 36 hours count as overtime?**

No, during the pilot program hours 36-40 are considered straight time. Overtime hours will continue to follow your current CBA language.

**8. How should I track hours 36-40?**

Use the Time Reporting Code (TRC) Straight Time Pay, STP. These wages will be in addition to your regular salary.

**9. If I'm only working 36 hours per week, how is my pay impacted?**

There is no impact on your pay. You will continue to receive your full salary.

**10. Will my CalPERS service credit be impacted?**

During the pilot period your service credit will not be impacted.

**11. What is the new ATO – Administrative Time Off earnings code on my paystub and how does it impact my pay?**

Administrative Time Off is the new earnings code to account for the four hours granted by the District each week. This code has no impact to pay and is strictly for reporting purposes. This new code does **not** require entry on the timesheet and will be automatically applied in the payroll system.

**12. If I take a vacation/sick/other paid leave day on my scheduled 4-hour day, how much leave time do I enter?**

4 hours.

**13. If I am working four 9-hour days and I take off one of those days, how much leave do I enter?**

9 hours.

**14. How will the 36-hour work week impact any current stipends I receive such as shift differential, bilingual stipend, longevity, etc.**

There will be no impact.

**15. If I need to work beyond 36 hours, does this require prior approval?**

Yes, all hours worked beyond 36 will require Chancellor approval. Please work with your direct supervisor for your area's particular procedure.