

## **Personnel - Confidential & Supervisory**

### **4240 Exclusions from Overtime Pay**

#### **Exclusions from 8-Hour Day**

The position classes listed below are subject to fluctuations in daily working hours not susceptible to administrative control, under provisions of the Education Code, the Board therefore exempts these classes and the employees occupying the positions from compensation for overtime in excess of eight (8) hours in any one day, provided the hours worked in excess of forty (40) in a calendar week shall be compensated on an overtime basis:

#### **CONFIDENTIAL**

- Business Operations Coordinator
- Executive Assistant/Coordinator
- Executive Assistant, Planning
- Executive Assistant to Vice President
- Office Assistant I
- Office Assistant II
- Human Resources Specialist
- Human Resources Technician I
- Human Resources Technician II
- Executive Assistant to College President
- Public Information Assistant

#### **SUPERVISORY**

- Accounting Supervisor
- Children's Center Manager
- Children's Center Assistant Manager
- College Business Office Supervisor
- Computer Operations Supervisor
- Custodial Manager
- Custodial Supervisor
- Financial Aid Officer
- Grounds Manager
- Grounds Supervisor

## **Personnel - Confidential & Supervisory**

### **4240 Exclusions from Overtime Pay**

#### **SUPERVISORY (Con't)**

Instructional Technology/Open Learning Coordinator  
Maintenance Manager  
Maintenance Supervisor  
Payroll Supervisor  
Security Supervisor  
Senior Instructional Network Systems Specialist  
Teacher Preparation & AmeriCorp Program Manager  
Theater Manager