

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

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LAW AND RULES

December 1, 1986

775 WORKING PERIODS

- A. The terms "day" and "working day" have the meanings set forth in Rule 500. The terms "day" and "calendar day" are synonymous.
- B. An employee's workday is that part of a day during which an employee is scheduled to work.
- C. A pay period shall consist of the total workdays or total work hours in the District scheduled four week pay period or in a Special School Month, as determined by the Board of Education. The provisions of Personnel Commission rules that are based on pay periods shall not be affected by any one-time reduction of a Special School Month.
- D. Split shifts shall be avoided whenever possible. No classified employee shall be obliged to accept more than one intermission, other than the customary meal intermission, between assigned hours of duty.
- E. The minimum salary guarantee for employees who have reported for and remained on duty in accordance with authorized instructions is fixed at two hours of pay in one workday, unless they are assigned for a shorter period on a continuing basis. Three hours of compensating time off may be granted in lieu of the minimum salary guarantee and may be taken as provided by Rule 596.
- F. Necessary modifications in assignment basis codes are made annually by the Board of Education. Any reference to an assignment basis code in a Personnel Commission rule shall be interpreted in terms of the latest code and definition approved by the Board of Education.

CHANGE:

Editorial changes.

Remove: January 11, 1982, page 1 and 2. Add: December 1, 1986.

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