



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7055

PAGE: 1 OF 3

CATEGORY: **Personnel, Assignment**

EFFECTIVE: **2-03-64**

SUBJECT: **Standardized Work Years**

REVISED: **6-01-2001**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing standardized work years as used in personnel administration activities; and to define workdays designated in official district calendars and payroll calculation records.
2. **Related Procedures:**

Vacations of classified system employees .....	7436
Vacations of certificated employees other than management employees .....	7260
Vacations of management/confidential/supervisory employees .....	7635

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1200, F-1250, I-1300, I-2400, I-2470, I-4200, I-5000, I-5200, I-6600, I-7000; collective negotiations contracts; appropriate salary schedules.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Administrative Operational Support.
2. **Work Years.** All district employees, when hired, shall be assigned to a work year in accordance with definitions listed in the Definitions of Work Years Chart (E.1., Attachment).
3. **Workdays.** Each fiscal year specific calendar dates are designated for each work year. Grouping of these dates is done according to the following:
  - a. **Workdays:** All days when an employee in a specific position is expected to report for work.
  - b. **Instruction days:** Days during which schools are in session.

- c. **Non-workday:** For managers on a 219-day duty year or a 224-day duty year, all days when the employee is not expected to work.
- d. **Salary Proration Divisor**
  - (1) **Certificated employees:** Official number of days for which an employee in a specific work year receives payment. This divisor is used to prorate pay in event of hire, termination, change of position, or loss of time due to personal leave occurring within a work year. Divisors may be found in appropriate salary schedules.
  - (2) **Classified employees:** Salary proration for classified employees is based on the industrial average of 173.33 hours per month. Mid-month salary changes, however, are computed on a pro rata basis of the salaries earned.

#### **D. IMPLEMENTATION**

- 1. **Human Resource Services Division** inputs to employee database the work year designated by affected departments; initiates and processes personnel action forms and related permanent records.

#### **E. FORMS AND AUXILIARY REFERENCES**

- 1. Standardized Work Year Chart (Attachment)
- 2. Personnel action forms, and related permanent records
- 3. School Year/Work Year Calendar, issued by the Human Resource Services Division and annually approved by the Board of Education
- 4. Schedule for processing pay warrants, issued by Payroll Unit, Employee Services Department
- 5. Administrative circular (issued annually) specifying exact dates of assignment for each classified employee job class

SUBJECT: **Standardized Work Years**

NO: **7055**

PAGE: **3 OF 3**

EFFECTIVE: **2-03-64**

REVISED: **6-01-2001**

---

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



---

Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education



