

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

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**AR 7250 Educational Administrators – Workweek**

**Workweek**

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

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

It is expected that if an educational administrator 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 educational administrator must notify their supervisor as soon as practicable.

**Teaching by Educational Administrators:**

Educational Administrators are not permitted to teach academic classes within the district.

**Adopted: July 18, 2022**