

# Clatsop Community College

**Code:** 4.775  
**Adopted:** 10/89  
**Orig. Code:** 220

## **WORKLOAD – ADMINISTRATIVE AND SERVICE/SUPERVISORY STAFF**

Administrative and service/supervisory personnel are contracted on an annual basis and are not considered hourly employees. For this reason, no overtime is allowed if the job requires time above and beyond a standard 40-hour week.

Employees are expected to put in whatever time their particular assignment demands and may use some discretion in adjusting their schedules accordingly. Employees will usually find, as a result, that they are spending a 40-hour week or more on the job.

END OF POLICY

---

Legal Reference:

ORS Chapter 341