HOURS OF WORK

I. Faculty Work Day

The faculty workday consists of the course schedule, faculty office hours and other assignments as established by the Senior Vice President of Instruction and Student Affairs.

II. Non-Exempt Staff Work Day

The standard staff workday is during the College's regular business hours (Monday to Friday, 8:30 a.m. to 4:30 p.m. during the academic year; Monday to Friday, 8:00 a.m. to 4:00 p.m. during the summer). However, some departments might work different schedules in order to provide continuous service to the students, College campus and the community.

Of the 40 business hours, non-exempt employees shall only use 35 hours as working time. An hour each day is given to the employee for break and/or lunch time. Therefore, each non-exempt employee works a seven-hour day and a 35-hour week. The hour granted off each day for lunch and/or break time is to be given based on one of two systems:

- no formal time off for breaks during the day and an hour for lunch; or

- two (2) formal break times of fifteen minutes each and a half-hour for lunch.

The supervisor in charge of a given area will decide which of the two systems is to be used depending on the work situation involved. However, the same system should be used for all employees within a given area.

Lunch and/or break times shall not be used at the beginning or end of a shift. Supervisors may permit exceptions upon an employee’s request, which shall be determined on a case by case basis; however, such exceptions shall not become an ongoing practice.

III. Flextime/Alterations in Schedules

Flextime options may be available to employees depending on office requirements. Flextime is defined as having a regular schedule with a daily start and end time that differs from the standard while still consisting of the standard number of hours during each shift, including an hour lunch break. Flextime arrangements can be made when they are consistent with the needs of the College and department, but all offices need to be covered during the standard work hours and additional hours of service. All requests must be submitted in writing to the employee's supervisor and the supervisor must give written approval prior to the commencement of the revised schedule. Approval for a flextime schedule may be rescinded by the supervisor at any time and for any reason.

Daily and weekly work schedules may be changed from time to time to meet the College’s varying needs.

IV. College Closings

If it is necessary to close the College or any campus or facility of the College during the normal workday, employees will be notified by their supervisors through the usual chain of command. When a decision is made to close the College, or any campus or facility, the notification to employees will include the precise closing and reopening times, as well as exactly which campuses or facilities were closed, so that time sheets and attendance reports will reflect the schedule adjustment.

V. Workweek

The workweek for non-exempt staff is from 12:01 a.m. Sunday until 12 midnight on Saturday. The work week for employees whose duties require that they work other than Monday through Friday schedules will be the seven consecutive day periods beginning with the start of the employee's first scheduled shift in the calendar week.

Hours credited as time worked include hours spent on institutionally authorized work during:

1. the normal workday defined above;
2. any Saturday, Sunday, paid holiday or the sixth and seventh day of the work week of any employee regularly working other than the Monday through Friday work week;
3. all hours spent in travel where the act of travel is an act of work; and
4. the balance of the normal workday for an employee injured on the job.

Overtime wages, when applicable, will be paid in accordance with Policy 03.04.007, “Overtime and Compensatory Time.”