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| <p align="center"><b>Policy Title</b><br/>Management Employee Work Schedules</p>  | <p align="center"><b>Original Adoption Date</b><br/>7/1976</p>                                 | <p align="center"><b>Policy Number</b><br/>HR-205</p> |
| <p align="center"><b>Responsible College Division/Department</b><br/>Human Resources</p>  | <p align="center"><b>Responsible College Manager Title</b><br/>Director of Human Resources</p> |   |
| <p align="center"><b>Policy Statement</b></p> <p>Full-time employees are expected to work at least 40 hours each week and also such hours as needed to complete assigned duties and responsibilities. Employees are not to engage in any activity which interferes with the expectations of the college and the employee's assigned duties and responsibilities.</p> <p>Employees may take one-half hour unpaid meal breaks if their work schedule warrants it.</p> |  |   |
| <p align="center"><b>Reason for Policy</b></p> <p>Employee's work is scheduled by the manager to meet the business needs of the college. The standard workday may be scheduled between the hours of 7 a.m. and 10 p.m. to accommodate the many variables in individual work schedules, job expectations, and customer needs.</p>  |  |   |
| <p align="center"><b>Cross References and Legal Review</b></p> <p>Created/Adopted: 7/76; 6/16/88</p> <p>Reviewed/Revised: 7/77; 9/85; 11/16/89; 8/91; 8/18/93; 9/21/94; 12/15/94; 7/01/02; 7/01/04; 1/15/15</p> <p>Legal Reference:</p> <p>Cross Reference</p> <p><b>Legal Counsel Review and Approval:</b><br/><b>Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</b></p>                             |  |   |
| <p align="center"><b>Definitions</b></p>  |  |   |