



<p align="center"><b>Policy Title</b> Support Employee Work Schedules Policy</p>	<p align="center"><b>Original Adoption Date</b> 7/1976</p>	<p align="center"><b>Policy Number</b> HR-210</p>
<p align="center"><b>Responsible College Division/Department</b> Human Resources</p>	<p align="center"><b>Responsible College Manager Title</b> Director of Human Resources</p>	
<p align="center"><b>Policy Statement</b></p> <p>Employee's work is scheduled by the manager to meet the business needs of the college. The workday may be scheduled between the hours of 7 a.m. and 10 p.m. to accommodate the many variables in individual work schedules and job expectations.</p> <p>Full-time employees normal work schedule is a maximum of 38.75 or 40 hours each week, dependent upon the work assigned. Extra work hours beyond the 38.75 or 40 must be <b>prior</b> approved by the manager.</p> <p>Employees working more than <b>six (6) hours</b> per day will take a one-half hour unpaid meal period. Employees may also take a 15-minute break within each four-hour work period. Break periods are scheduled within the respective work areas. Break periods <b>may not</b> be scheduled to enable the employee to begin later or leave earlier.</p> <p>RECORDKEEPING: Time and payroll records for all employees must be made and kept for at least 7 years which show the actual time beginning and ending of work each day, and <u>total daily and weekly hours</u>.</p>		
<p align="center"><b>Reason for Policy</b></p> <p>Specified work schedules are integral to meeting the needs of students and staff.</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; 6/17/96; 7/01/02; 7/1/06; 11/19/10; 3/26/15</p> <p>Legal Reference: WI Administrative Code IND 72.11</p> <p>Cross Reference: File CBC, Code of Conduct</p> <p><b>Legal Counsel Review and Approval:</b> <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>		