



<p align="center">Policy Title Support Employee Work Schedules Policy</p>	<p align="center">Original Adoption Date 7/1976</p>	<p align="center">Policy Number HR-210</p>
<p align="center">Responsible College Division/Department Human Resources</p>	<p align="center">Responsible College Manager Title Vice President of Human Resources & Talent Development</p>	
<p align="center">Policy Statement</p> <p>An employee's work is scheduled by the manager to meet the business needs of the college. At the manager's discretion, the workday may be scheduled between the hours of 7 a.m. and 10 p.m. not to exceed 10 hours per day. Work schedules may vary per the manager's discretion 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 have prior approval by the manager. If an employee works additional hours beyond their daily scheduled hours (e.g. 7.75 or 8 hours), they may be required at their manager's discretion to modify their schedule for the remainder of the week to stay at or below 38.75 or 40 total weekly hours.</p> <p>Employees working more than six (6) hours 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 may not be scheduled to enable the employee to begin later or leave earlier.</p> <p>Summer Flexible Work Schedule, when permitted: The summer hours schedule will allow managers to offer staff a four (4) day work week based on customer needs. The four day work week must be no longer than 10 hours per day. The Summer Flexible Work Schedule will be reviewed and approved by the manager and manager's Vice President to ensure that all customer service and office needs are being met.</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">Reason for Policy</p> <p>Specified work schedules are integral to meeting the needs of students and staff.</p>		
<p align="center">Cross References and Legal Review</p> <p>Created/Adopted: 7/76; 6/16/88 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; 4/2/19 Legal Reference: WI Administrative Code IND 72.11 Cross Reference: File CBC, Code of Conduct</p> <p>Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</p>		