



<b>Policy Title</b> Employee Work Schedules	<b>Original Adoption Date</b> 7/1976	<b>Policy Number</b> HR-205
<b>Responsible College Division/Department</b> Human Resources	<b>Responsible College Manager Title</b> Vice President of Administration	
<b>Policy Statement</b>		
<p><b>Faculty:</b> All full-time faculty will be on a yearly contract. Faculty work schedules will be based on a 40 hour work week, will be arranged as equitably as possible, considering the variations in responsibilities.</p> <p>Faculty are expected to start all classes promptly at time indicated in the class schedule, to remain in the classroom during class sessions, and to complete professional expectations as detailed in the employee handbook.</p> <p>In the event of inclement weather and limited attendance of students, all classes will still pursue an educational objective on that day.</p> <p><b>Exempt Employees:</b> Full-time exempt employees are expected to work a minimum of 40 hours each week and hours needed to meet the expectations of the college and the employee's assigned duties and responsibilities. Work schedules may vary per the manager's discretion to accommodate the many variables in individual work schedules and job expectations.</p> <p>Exempt employees are encouraged to take one-half hour unpaid meal breaks if their work schedule warrants it.</p> <p><b>Nonexempt (Hourly) Employees:</b> A nonexempt 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 non-exempt 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>Nonexempt 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 may allow managers to offer employees a four (4) day work week based on customer needs. The four-day work week must be</p>		



no longer than 10 hours per day. The Summer Flexible Work Schedule will be reviewed and approved by the manager to ensure that all customer service and office needs are being met.

**Reason for Policy**

Employee's work is scheduled to meet students' needs and the business needs of the college.

**Cross References and Legal Review**

**Created/Adopted:** 7/76; 6/16/88

**Reviewed/Revised:** 10/29/2020

**Legal Reference:**

**Cross Reference**

**Legal Counsel Review and Approval:**

**Board Policy:** III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits

**Definitions**