

PROCEDURE

Subject	WORK WEEK/WORK DAY	Number: 2.33.01
Source	Office of Human Resources	Reference (Rule #) 6HX14-2.33
President's Approval/Date: 6/15/10		

A. WORK WEEK AND WORK DAY

The College work week and work day are defined as follows:

1. The official College week begins Saturday at 12:00 a.m. and ends at 11:59 p.m. Friday.
2. The College work hours are normally from 8 a.m. until 4:30 p.m. Monday through Friday excluding College designated holidays. The President may authorize a change in hours as deemed necessary for the efficient operation of the College.
3. Recommendations for a compressed workweek during summer sessions may be presented to the Board of Trustees annually and communicated to employees by Human Resources after they are approved. Compressed workdays during summer sessions will be adjusted so that the total hours in the workweek will remain the same as the employee's total hours in the normal five (5) day workweek.
4. It is the College's policy to comply with applicable laws that require records be maintained of the actual hours worked. To ensure that accurate records are kept (including overtime hours where applicable), and to ensure payment in a timely manner, employees will be required to record their time worked, or their scheduled time to be worked as described below:
 - a) For the efficient operation of the College, the normal work week scheduled for fulltime teaching faculty during the Fall and Spring sessions will be five (5) days totaling 35 hours with at least 25 scheduled office and classroom hours on Campus and no duty day with fewer than four (4) hours on Campus. Hours for lunch, overload, and other salary compensatory assignments will not be included in the normal work week. Schedules will include a minimum of one (1) hour per day during which the faculty member will be available at a designated Campus location for student consultation. It will be the professional and ethical responsibility of each faculty member to observe the 35 hour requirement without additional supervision.

- b) The normal work week for non-teaching faculty employed on a 12-month basis will be 37.5 hours and will reflect a work day from 8:00 a.m. until 4:30 p.m. unless otherwise required by the supervisor to meet the demands of the department. Hours for lunch, overload and other salary compensatory assignments will not be included in the normal work week.
 - c) The normal work week for executives, institutional administrators and middle managers will be 37.5 hours, and will reflect a work day from 8:00 a.m. until 4:30 p.m., unless otherwise required to meet the demands of the department. Schedules will be approved by the President, or appropriate Vice President in accordance with the approved organizational chart to ensure the efficient operation of the College. Hours for lunch and other salary compensatory assignments will not be included in the normal work week.
5. The normal work week for career service employees will be either 35, 37.5 or 40 hours depending upon classification and salary schedule to which the position is assigned and will reflect a work day from 8:00 a.m. until 4:30 p.m., unless otherwise specified by supervisor to meet the required hours of the position.
- a) The normal work day for career service employees, will be either seven (7) seven and one-half (7½) or eight (8) hours a day, depending upon classification and salary schedule to which the position is assigned. This does not include the required lunch or break periods described in Section B, below.
 - b) Time worked must be recorded on the appropriate time card. It is the employee's responsibility to ensure that proper time is recorded.
 - c) The President or appropriate Vice President, or budget director, in accordance with the approved organizational chart, may change a career service employee's schedule for the efficient operation of the College. Any schedule changes must be reported to the Human Resources Department to assure correct pay and benefits.

B. LUNCH AND BREAKS

1. The normal lunch period for all College employees will be one (1) hour except as stated below:
 - a) One-half (1/2) hour for maintenance employees scheduled to work a 40 hour schedule.
 - b) One-half (1/2) hour for employees working the compressed work week during any period announced by the College as the Summer Schedule.
2. A fifteen (15) minute break may be permitted in the morning and in the afternoon for career service employees. These breaks are a privilege and not a "right." Under no circumstances may breaks be used to extend a lunch hour or shorten a

work day, nor is omission of an individual's break permitted to accumulate for leave in any way. The morning and afternoon breaks will not be combined.

- a) Breaks must be arranged for the convenience of the individual department and must be established by the supervisor.
- b) Failure to observe this policy will result in disciplinary action in accordance with established College rules and may result in a deduction of pay for the time involved.

C. OVERTIME

To compensate non-exempt employees for hours worked beyond those hours normally scheduled to be worked in a work week, under the provisions of the Fair Labor Standards Act (FLSA), the following apply:

1. Non-exempt Employees are to be compensated for overtime pay at the rate of not less than one and one-half (1½) times the regular hourly rate or, for compensatory time off, at a rate of not less than one and one-half (1½) hours off for all hours worked in excess of 40 within the work week. Compensation for hours worked between normally scheduled hours and 40 will be made on an hour-for-hour basis.
2. Compensation for overtime required by the FLSA is based on those hours actually worked in excess of 40 during a work week.
3. There is no limitation as to the number of hours, either daily or weekly, an employee may work. An employee may work as many hours as are agreed upon with the appropriate level supervisor/administrator, provided overtime compensation is made to non-exempt employees for hours worked in excess of 40 per work week.

Each work week stands alone for purposes of overtime compensation. Two work weeks cannot be averaged together to equal 40 per week (e.g., 50 hours one week and 30 the next to equal 40 per week).

“Hours worked” is the time for which an employee is entitled to be compensated and is based on actual hours worked. Vacation and sick leave (including personal reasons leave) are not counted as hours worked in computing overtime hours. Likewise, designated holidays and compensatory time are not considered hours worked in computing overtime hours.

- a) The President, area Vice President or designee has the authority to grant either overtime pay or compensatory time.
- b) Overtime or compensatory time must be agreed upon in advance by the employee and the supervisor and documented on the AUTHORIZATION FOR OVERTIME/COMPENSATORY TIME form. This form must be signed by the employee, the immediate supervisor and the budget manager before the work schedule is adjusted.

- c) Employees may accrue compensatory time and use their time in a manner similar to personal banking: employees may deposit and withdraw compensatory hours.
 - d) Compensatory time off should be granted within a reasonable period of time provided it is not disruptive to the operation of the College. Banked compensatory time off may be used when pre-scheduled by the employee and the supervisor. Compensatory time should not be allowed to accumulate beyond 80 hours, except in exceptional circumstances. See section (h) below.
 - e) When compensatory time is to be used, a REQUEST FOR COMPENSATORY TIME form must be completed and signed by the employee and approved by the immediate supervisor and the budget manager. The time shown must correspond directly to the time indicated on the COMPENSATORY TIME LOG. The REQUEST FOR COMPENSATORY TIME form must accompany the time card requesting payment for the time. An employee may not accumulate more than 80 hours of compensatory time, except as in 5 g) below.
 - f) For compensatory time accumulated in excess of 80 hours, the employee will be paid overtime pay, in the next pay period following the additional hours worked.
 - g) In extraordinary circumstances, if the need for an employee's service is determined to be essential for the non-disruption of College operations, the appropriate Vice President may authorize compensatory time beyond 80 hours, not to exceed 240 hours (FLSA), and sent to the Executive Director of Human Resources.
 - h) Employees terminating from SCF will be paid for compensatory time at a rate of not less than the average of the employee's regular rate for the last three years of employment or the final regular rate at termination, whichever is greater.
4. Compensatory time off may be granted to exempt employees in extraordinary circumstances by the President or appropriate Vice President on an hour-for-hour basis.

D. RECORD KEEPING FOR COMPENSATORY TIME OFF (BANKING)

1. The College is required to maintain records regarding the accumulation of compensatory time.
2. The COMPENSATORY TIME LOG will be used to record hours worked and accrued toward compensatory time off. This form will be maintained by the immediate supervisor and must be completed at the time the compensatory time is earned. A copy of this log MUST be sent to the area Vice President and forwarded to the Executive Director of Human Resources by March 1 of each year for budget consideration. Updated reports may be requested periodically by the Executive Director of Human Resources, or designee, on an ad hoc basis.
3. The REQUEST FOR COMPENSATORY TIME form will be used to report compensatory time used, and the time will be reflected on the employee's time card as compensatory time.

E. EMERGENCIES AND HOLIDAYS

1. All work performed for an emergency will be at a rate of one and one-half (1 ½) times the regular hourly rate for each hour worked and will be paid as overtime pay in addition to any other pay due, and will be reported separately on a PAYROLL AUTHORIZATION in accordance with E 3. below.
 - a) An emergency is defined as a task that, because of its critical nature, must be performed during a time when employees would not normally be available for work. This does not include regularly scheduled maintenance or other work that an employee could perform during the normal work day.
 - (1) Examples of an emergency are: an employee is called to the College at 2 a.m. to respond to a mechanical failure; employees are required to work after normal hours in response to a natural disaster; an employee is called to the campus on a weekend to respond to a crime; an employee is required to work when the College is designated "closed" by the President due to weather or other emergency.
 - (2) The President, or his/her designee, will decide whether an event qualifies as an emergency. All attempts will be made to make the decision before an employee is called to the College so that the employee will know his/her compensation status. In all cases the decision will be made as soon as possible.
 - b) An employee called to work for an emergency will receive compensation for a minimum of two (2) hours.

2. All work performed on a designated College holiday for scheduled maintenance or scheduled operation (TSI or facilities staff for example) will be rescheduled at the convenience of the College and the employee at a rate of one hour-for-hour worked. This is not to be considered compensatory time, rather it will be an agreed upon rescheduling of the employee's holiday. Every effort should be made by the supervisor to reschedule the holiday. If this cannot be accommodated in order to meet the demands of the College, then the employee will be paid 1 ½ times regular rate in addition to the holiday pay, subject to authorization by the area Vice President. Work performed during winter or spring break require prior authorization of the area Vice President, but will be paid at straight time.
 3. If the employee is to be given overtime pay for emergency hours worked or holiday work that is not rescheduled, it will be reported on a PAYROLL AUTHORIZATION FORM. This is not to be confused with standard overtime and will not be reported on a time card. It will be identified on the PAYROLL AUTHORIZATION FORM as emergency time or time worked on a specified holiday.
 4. If the employee is to be given compensatory time the appropriate College forms will be completed.
- F. The office of Human Resources is to be contacted for interpretation of this procedure