Area: Human Resources

Policy Name: Employee Work Schedule (Non-Faculty)

Policy Statement:

Workday, Work Week

A workday is defined by the supervisor or College President. A work week is defined as the period beginning on Sunday and ending on Saturday. Full time employees are expected to work no more than forty (40) hours per week. Any time worked over forty hours during a work week must be pre-approved by the supervisor. Employees exceeding forty hours worked during a work week without supervisor approval may be subject to disciplinary action up to and including termination.

Timesheets

Employees working in non-exempt positions are required to record all daily hours of work. Employees working more hours than allotted to their position must receive permission from their immediate supervisor **prior** to working the extra time.

Overtime for the week for full-time non-exempt employees will be calculated on **actual hours worked; holiday, vacation and sick leave are not considered actual hours worked**.

Procedures:

Extended Hours (Hours beyond forty (40) hours in a work week)

Supervisors may require support staff to work different hours or beyond 40 hours a week using the following option:

Flextime – allows for rescheduling of time during the same day or same week so the employee works no longer than 40 hours during the week. Examples:

- An employee who normally works from 7:30 am – 4:30 pm has to work in the evening from 6:00 pm – 9:00 pm. The supervisor may schedule the employee to work from 12:00 pm – 9:00 pm (assuming a one-hour lunch). Or, the employee may work from 7:30 am – 11:30 am and from 5:00 pm – 9:00 pm. The supervisor will "flex" the time so that the employee will not work in excess of 40 hours for the week.
- An employee who normally works from 7:30 am – 4:30 pm M-F is asked to work four hours on Saturday. The supervisor may have the employee work four fewer hours earlier in the week so the employee will not work in excess of 40 hours for the week.
- An employee is asked to work 10 hours a day, M-Th. The employee does not work Friday, Saturday, or Sunday so the employee will not work in excess of 40 hours for the week.

Contact: Human Resources Coordinator

Related:

Adopted: July 1, 2009

Updated: September 22, 2014; April 17, 2017; August 8, 2018