

Hours and Schedules

Summary

College Office Hours

College offices are generally open Monday through Friday and minimally from 8:30 a.m. until 4:30 p.m. Offices also may be open during additional hours, either during the week or on the weekend, when deemed necessary by the supervisor of the office to carry out the duties of that office.

Working Hours

The normal workweek for most full-time nonexempt employees consists of five, seven- or eight-hour days, including a one-hour unpaid lunch period at midday, Monday through Friday. Scheduling needs are determined within departments, and immediate supervisors will inform staff members of their specific work schedules. Schedules are subject to change.

The college's standard workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. the following Saturday. Some employees, particularly those who work in Public Safety, Dining Services and Facilities Management, may be assigned to specific shifts or workdays other than those detailed above in order to complete required tasks or to maintain the required 24-hour departmental operations. Supervisors may require employees to work overtime, or to work hours other than those normally scheduled, whenever necessary. (See Overtime section.) As previously stated, exempt employees are expected to work a minimum of 40 hours per week.

Flexible Scheduling

The college will consider requests to develop flexible schedules during summer months. Requests for flexible work schedules should be structured to ensure that the needs of the applicable department continue to be met. Requests must be approved by the employee's supervisor and department head in advance of actually working the schedule. Flexible schedules may not be established that exceed the total hours budgeted. Employees may not establish flexible schedules that include working more than 40 hours in a single seven-day workweek. For example, employees may not set up schedules that include working 45 hours in one workweek and 35 hours in the next workweek to make up a full 80-hour pay period.

Examples of the types of schedules that may be considered at the request of the employee and approved at the discretion of the supervisor and department head include:

- Full-time employees who normally work seven hours a day, five days a week, a 35-hour workweek (70-hour two-week pay period), may work a combination of predetermined seven-, eight-, nine- and 10-hour days that equal 70 hours of work over the two-week pay period, which permits the employee to take off one day

each week or one day every two weeks. However, the total hours worked in any one seven-day workweek (Sunday through Saturday) cannot exceed 40.

- Full-time employees who normally work eight hours a day, five days a week (a 40-hour workweek) may work four 10-hour days and take the fifth day off. Or a schedule might be set up, for example, so the employee works a combination of hours that permit the employee to take off every Friday at noon or some other predetermined day at noon.
- Any other schedule to which supervisors and department heads agree that does not exceed the budgeted work hours, that does not exceed working 40 hours in any one seven-day workweek (Sunday through Saturday), and that is appropriate and reasonable, is acceptable.

Flexible scheduling is in effect the day after Commencement through the day before Student Orientation. Approved flexible scheduling arrangements may be discontinued where the employee fails to honor his/her commitments (including the commitments to work within the daily and weekly hours expectations and to timely submit working hours) or where the college or department needs change.