

Procedure 5.1901

Work Schedule Procedure

A. Staff

Full-time, non-teaching personnel are normally expected to work a “regular” schedule defined as 8:00 a.m. to 5:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday with an hour lunch period (39 hours total). Hours for some personnel will vary based on College and departmental needs. Campus-wide adjusted schedules may be approved for certain time periods with approval of the Board of Trustees (ex. summer schedule).

The College reserves the right to modify an employee’s work schedule as well as the number of hours worked to accommodate the College’s needs. Work schedules for exempt employees are normally determined based on current workload and the need to expend the necessary time to complete all assignments in a competent manner. If the workday is less than 6 hours, the employee may choose not to take the meal period. An employee working six (6) or more hours per day is highly encouraged to take a minimum of a thirty (30) minute lunch period. The normal meal period should occur approximately halfway through the workday. However, certain departments may require alternate meal periods. The length of the meal period may vary from thirty (30) minutes to one (1) hour according to the needs of each department. The employee is to be relieved of all duties during the lunch period.

A fifteen-minute break may be taken halfway between the start of the workday and the lunch hour and another break halfway between the end of the lunch hour and the end of the workday. Breaks may not be accumulated and taken at the beginning or end of the workday. Employees should set a break schedule based on the needs of the department and with their supervisor’s approval.

Flexible Work Schedule Procedure

In an effort to provide more flexibility for employees and additional departmental coverage options for supervisors, flexible work schedules may be requested by and implemented for staff with the proper approvals. This procedure does not apply to faculty, as the nature of faculty positions already allows for some flexibility of their work schedule. All core services of the College must continue to be provided in all areas during the regular operating hours of the College; therefore some areas may have less ability to create flexible schedules than others. Flexible schedules must be documented and approved in writing on the **Flexible Work Schedule Request Form**. Supervisors must develop contingency work plans to ensure coverage when individual emergencies or unexpected absences occur.

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Employees must understand that access to a flexible work schedule is a privilege, and may be rescinded at any time the College deems necessary. Employees must also understand there may be specific needs on campus that require an adjustment of their flexible work schedule for a period of time. Once an employee's request for a flexible work schedule has been approved, the employee will update the "work hours" on their outlook calendars as well as note their work schedule and alternate point of contact on their outgoing voicemail message. The Human Resources Office will maintain the **Flexible Work Schedule Request Forms** once they are approved or denied by the supervisor and appropriate senior staff member. The Human Resources Office will make available to each senior staff member the request forms for their areas in the event they need to reference an employee's schedule.

In the event the College releases early, delays opening, or closes completely due to inclement weather or other reason, employees will still work their approved schedule for that day/week with the exception of times employees are released from duty. Work hours will not be adjusted such that all employees miss the same number of hours. *(For example, Employee A typically works from 8:00-5:00 and Employee B typically works from 7:00-4:00. If the College is delayed opening until 10:00, Employee A will work from 10:00-5:00 and Employee B from 10:00-4:00, even though their hours were affected differently.)*

Employees who work an adjusted schedule may have to make adjustments for [holidays](#). "[Holidays](#)" are counted as 8 hours. With supervisor and senior staff member approval, an employee has two options for these adjustments. They may revert back to the "regular" schedule for the holiday week or they may adjust hours as needed the business day immediately before or immediately after the designated holiday. Holiday time may not be accumulated. *(For example, Employee A has an adjusted schedule that allows him to leave at 12:00, working only 4 hours, on Fridays. If Friday is a holiday, Employee A may leave 4 hours early on the Thursday before the holiday or may revert back to a "regular" schedule for the whole week of the holiday so no other adjustments are needed.)*

Employees who do not wish to work an adjusted schedule can remain on the "regular" work schedule, unless the supervisor and appropriate senior staff member deem an adjustment is necessary to provide the core services of the College. If a "summer schedule" is approved College-wide, all employees will work the standard "summer schedule" and may revert back to their approved, adjusted schedule when "summer schedule" is over.

B. Faculty:

Full-time faculty will schedule no fewer than 30 work-related hours on campus each week for teaching, advising, student consultations, class preparation, committee assignments, etc. Non-work-related activities, such as lunch and personal appointments, should not be included in the 30 hours. Under normal circumstances, instructors should schedule the 30 hours on campus over a five-day, Monday through Friday, workweek. Exceptions to the five-day, on campus policy may be made by the dean with the approval of the vice

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president of academics. To ensure faculty availability to students, instructors should schedule at least five office hours each week. All faculty must submit an "Instructor's Weekly Schedule" to their dean in addition to posting a copy outside their office at the beginning of each semester. After approval by the dean, copies of all schedules should be forwarded to the vice president of academics. Faculty members should maintain updated "work hours", class schedules, and office hours on their outlook calendars. Any exceptions to the above procedure must be recommended by the dean and approved by the vice president of academics.

References

Legal References: *State Board Code 1G 200.99, 23 SBCC 01A.0101; 1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- [Holiday Procedure](#)
- [Holiday Policy](#)
- [Work Schedule Policy](#)

History

Senior Staff Review/Approval Dates: *8/1/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*