

Chapter 10: Working Hours

Key Terms You Need to Know for this Chapter

- **Business Hours** – times and days when the college is open for business.
- **Shift Schedules** – some units at the college are on shift schedules, and employees are normally assigned a monthly schedule that requires them to work on weekends and/or before 8am and after 5:00PM due the nature of their services.
- **Timesheets** – record sheet that maintains hours of work for individual employees in each unit. It is maintained at each unit and submitted to business office on Friday, every other week.
- **Leave Application Form** – form used by an employee to apply for time away from work during business hours. It is retrievable from the college website and business office.

Frequently Asked Questions	
✓ For how many hours am I paid for each day I am working?	✓ Eight hours a day, Monday thru Friday including holidays and administrative leaves.
✓ When does the college open?	✓ The college is open for business Monday thru Friday 8:00AM to 5:00PM, except for holidays and administrative leave.
✓ If I come to work after 8:00AM, how will get paid for the time when I was late?	✓ You will fill out a leave application form that day for the hours you are late and ask approval from your supervisor. If you know you will be late, call ahead to inform your supervisor.
✓ Who records my absence?	✓ Your supervisor.
✓ Which employees are required to be at their duty stations from 8:00AM to 5:00PM daily, Monday to Friday when the college opens?	✓ All non-teaching positions for operations that provide support to students, staff and faculty, committees, external agencies and stake holders, and units whose nature of work requires answering telephones, general support to other administrators, campus support and any staff who are not on shift schedules.
✓ Which offices have business hours other than 8:00AM to 5:00PM?	✓ Security Office, Learning Resources, Dining Hall/Cafeteria, and Residential Halls. They are on shift schedules.
✓ Will I get paid for hours I worked when my office is closed including weekends?	<ul style="list-style-type: none"> ✓ If you are a classified staff employee and are authorized by president to carry out the work, then yes, you will be compensated. ✓ If you are not a classified staff and are working by choice, no additional compensation will be given.

Frequently Asked Questions

<p>✓ I am a faculty member; do I need to be on campus 8:00AM to 5:00PM daily?</p>	<p>✓ No. A faculty member teaches a full load of 12-15 contact hours each term, maintains 5 hours office hours per week, and may be assigned to serve on a standing committee and other ad hoc committees from time to time. See Board Policy No. 6026 Faculty Workload for details.</p>
<p>✓ Who is responsible for authorizing my request to change my work schedule?</p>	<p>✓ That depends. If you are support staff or a manager whose position requires opening the office and/or providing services between the hours of 8:00AM to 5:00PM, or are working with others who are in units that open between the hours of 8am to 5pm, a change of work schedule may not happen.</p> <p>✓ If your work is normally done in isolation of others and independently and/from home with quality, your supervisor may ask the president for approval in writing, with justifications for a change.</p>

Standard Work Week and Hours

The standard work week begins on Sunday 12:01AM and ends at midnight the following Saturday. Regular full-time employees are on a 40-hour week consisting of five 8-hour days. The normal hours are 8:00 a.m. to 5:00 p.m., Monday to Friday, with one hour for lunch each day. For part-time employees, hours are based on a schedule determined by the supervisor and employee to meet the needs of the program.

A Note on Overtime

Overtime work should not be a routine occurrence. It should be used only in extreme or unusual conditions and then should be approved in advance.

Time Sheets and Attendance

Each unit records the attendance of employees on a biweekly timesheet. Employees will time in and out daily. The supervisor reviews the timesheet and assures its accuracy by signing the timesheet biweekly on Friday and submitting it to the Business Office.

For those hours an employee is on approved leave with or without pay, the approved leave form will be attached to the co-responding time sheet.

Travel Hours and Compensation

Employees on travel approved by the college away from workstations will be paid normal hours for days and hours away from workstations for the periods covered on the approved Travel Authorization form. In cases when the employee extends the travel for personal business, the employee must apply for applicable leave for that period in order to be paid for the extended days.

For the traveling employee away on college business, the time sheet will be marked “TA” for travel authorized for those days.