I. Purpose/Introduction/Rationale

It is the policy of the College to establish the time and duration of working hours as required by the workload and the needs of the College.

II. Definitions

A. This procedure applies to all non-exempt hourly and salaried employees.

B. The normal workweek is Saturday through Friday beginning and ending at midnight on Friday, and consists of 37.5 hours for full time employees.

C. The normal workday will consist of 7.5 consecutive hours of work with an unpaid meal period. Rest or coffee breaks are considered as time worked and may not exceed 15 minutes in duration. The College has no official rest or coffee break policy and consequently, rest or coffee breaks are administered in accordance with the existing precedent within individual departments.

D. The schedule of hours for employees will be determined by the department or office to which each is assigned. Typical hours of operation at the College are from 8:30 a.m. until 5 p.m.

E. Lost time - Department heads may, at their discretion, allow employees to make up lost time during a given workweek.

F. Overtime - Department heads may schedule overtime when it is deemed necessary. Employees are not permitted to work overtime without the prior approval of their supervisor or department head. For the purposes of compensation, only hours worked in excess of 40 will be computed at the premium rate of time and one half.

1. All non-exempt salaried and hourly employees are eligible to receive overtime pay for hours worked in excess of 40 hours per week.

2. Personnel classified as "exempt" are exempted from overtime compensation in accordance with the provisions of the Fair Labor Standards Act.

III. Procedure or Application

A. Non-Exempt Full Time and Part Time Salaried/Hourly Employees (non-Facilities Management)

1. Employees who are classified as non-exempt salaried/hourly are responsible for reporting their work hours using the time keeping system.

2. All hours worked, as well as vacation and sick time, must be recorded on the time keeping system and approved by the immediate supervisor.
B. Non-Exempt Hourly Employees Time Clocks
   1. Non-exempt hourly employees within certain departments, such as Facilities Management, are required to record hours worked using the department's time clock. Employees may report in no earlier than seven (7) minutes prior to the beginning of the workday and must be prepared to begin work.
   2. No employee may punch another employee's time card.
   3. Employees may not alter their time records without supervisory approval.
   4. For the purposes of recording time for employees who are tardy, employees who report in within the time frame closest to the quarter hour will be paid for that quarter hour. For example, employees who report in between 6:08 and 6:22 a.m. will be paid as of 6:15 a.m.
   5. Employees who are called out after normal working hours are required to record their call out hours on the time keeping system.

IV. Related Policies or Applicable Publications
N/A

V. Appendices/Supplemental Materials
N/A

VI. Rationale for Revision
N/A