

# WORK SCHEDULE

**This chapter contains the following sections:**

- [Work Week](#)
  - [Overtime](#)
  - [Attendance and Punctuality](#)
- 

## WORK WEEK

The College has established a normal workweek of thirty-five (35) hours from Monday through Friday. The normal workday is from 9:00 A.M. to 5:00 P.M. with an unpaid hour for lunch. Flexible work schedules may be available depending on department and employee needs.

Some areas of the College have a different schedule; i.e., 37.5 hours in Facilities and 40.0 hours in Security.

Affiliation locations and other departments observe a different standard workday. In these instances, your daily working hours are assigned by your department supervisor.

Union represented employees are subject to the provisions of their respective contracts.

## OVERTIME

Your department head will assign overtime as required. Overtime is prescheduled as far in advance as possible. Employees are required to work overtime when necessary for the proper administration of the College.

Certain administrative, executive, and professional employees are classified as exempt from overtime pay as defined in the Fair Labor Standards Act. Your department head will indicate to you whether your job entitles you to overtime pay.

If you are a non-exempt employee, you will be paid at your regular rate of pay for hours worked, scheduled, and authorized by your supervisor after thirty-five (35) hours and through forty (40) hours, and one and one-half times your regular rate for any hours worked in excess of forty (40) hours in a given workweek.

Union represented employees' over-time pay practice is governed by the bargaining unit agreement.

## **ATTENDANCE AND PUNCTUALITY**

It is important that you report to work regularly and on time. Regular attendance and punctuality ensure the efficient functioning of your department.

However, if uncontrollable circumstances require you to be late or absent, you should notify your supervisor within at least one hour of your starting time. If absence is due to an illness and will extend over a period of time, you should inform your supervisor of the anticipated length of the absence. If you do not call in, your absence will be considered unauthorized, and may result in disciplinary action. Any employee who is absent for three consecutive work days without notification will be considered to have voluntarily resigned, unless the employee can justify his/her absence. A pattern of excessive absenteeism or lateness is cause-for disciplinary action.