



Business and Work Hours Policy

- (1) Business Hours. Except as set forth in the College Calendar or when directed by the Executive Team, the College shall be open for business from Monday through Friday. Regular business hours shall be from 8:00 a.m. to 5:30 p.m., or as otherwise set by the Executive Team.
- (2) Standard Work Week. The standard work week begins at 12:00 a.m. (midnight) on Sunday and ends at 11:59 p.m. at the end of the week on Saturday.
- (3) Salaried Employee Work Hours. Full-time salaried employees are expected to work their regular number of hours each week throughout the year with the exception of College breaks and holidays, and paid leave in accordance with the College's Salaried Employee Paid Leave Policy. When calculating hours worked each week, time allowed for lunch should not be counted. Minimum regular work hours per Standard Work Week are:
 - (a) At least 40 hours for 1.0 FTE Full-time salaried employees.
 - (b) At least 36 hours for 0.9 FTE Full-time salaried employees.
 - (c) At least 32 hours for 0.8 FTE Full-time salaried employees.
- (4) Pay and Work During Holiday and Breaks.
 - (a) Salaried Employees. Salaried employees receive full pay during College holidays and breaks without the need to work or take leave. Certain Salaried full-time employees, such as IT, Security, Maintenance and Custodial employees, may be required to work limited hours during holidays and College breaks. When such an employee is required to work during a holiday, they shall be provided compensating time off on another date.
 - (b) Hourly Employees. Hourly employees must obtain the written consent of the Vice President they report to in order to work during College holidays and breaks, and they only receive pay for hours actually worked.
- (5) Work Schedules.
 - (a) The work schedule for salaried faculty and hourly employees is determined by their supervisor in order to meet college needs. Part-Time Hourly employees may generally only work 28 hours per week, and Full-Time Hourly and Non-Exempt Salaried employees may only work 40 hours during the Standard Work Week. See the College's Employment Categories Policy.
 - (b) Salaried employees other than faculty shall work during College business hours on Monday through Thursday (not including a half-hour lunch break), and until noon on Friday (for a total of 40 hours), or in accordance with a schedule established by the Executive Team, except when:
 - (i) Flex Time has been approved by the Executive Team; or

- (ii) The employee's position requires an alternative work schedule which has been authorized by the Vice President they report to.
 - (6) Off-Site Work. Employees are required to be on campus when they work or are scheduled to work, except for:
 - (a) Short periods of time of up to 30 minutes when engaged in college business.
 - (b) For 90 minutes or less when engaged in College business after notifying their supervisor (or obtaining the supervisor's approval if so requested);
 - (c) When engaged in college business for 90 minutes or more during a single day so long as they have the approval of their supervisor, and the Vice President the employee reports to and the Senior HR Officer are notified beforehand by email or text;
 - (d) Their supervisor gives approval to work from home or another location for one day or less due to an unexpected event, so long as the Vice President the employee reports to and the Senior HR Officer are notified beforehand by email or text; or
 - (e) When off-campus work is approved by the Executive Team.
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