

I. FULL-TIME, NON-CURRICULUM EMPLOYEES

A. Exempt Employees

1. The College's administrative offices are open for business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday. Other hours of operation may exist in order to meet customer needs.
2. Full-time, non-curriculum employees who are exempt from the Fair Labor Standards Act ("Act") may also be required to perform work over and above their assigned forty (40) hour work week when such duty is determined to be in the College's best interest

B. Non-Exempt Employees

1. Non-exempt College employees will be assigned, in writing, a standard forty (40) hour work week by their immediate supervisor. The immediate supervisor will keep a copy of the assignment and one copy will be filed in the employee's personnel file. Employees will be required to keep and complete weekly timesheets.
2. The College will not pay overtime compensation to non-exempt employees who work in excess of forty (40) hours per week. In approved instances, the College shall, however, provide compensatory time in lieu of overtime pay. Non-productive time off such as vacation, holiday, inclement weather, bonus and sick days will not be counted as actual time worked for the purpose of calculating compensatory time. Furthermore, when a non-exempt employee works more than one (1) non-exempt job for the College, any compensatory time will be calculated based on the combined hours worked.

See Policy 3.1.4 – Compensatory Time.

II. PART-TIME, NON-CURRICULUM EMPLOYEES

Part-time, non-curriculum employees with benefits shall not work in excess of thirty-nine (39) hours per week unless there are special circumstances requiring the extended hours for a short duration of time. Work in excess of thirty-nine (39) hours per week requires written authorization from the supervisor and the appropriate Vice President.

Part-time, non-curriculum employees shall not work in excess of twenty-nine (29) hours per week unless there are special circumstances requiring the extended hours for a short

duration of time. Work in excess of twenty-nine (29) hours per week requires written authorization from the supervisor and the appropriate Vice President.

Adopted: August 26, 2022

Legal Reference: The Fair Labor Standards Act of 1938

Cross Reference: Policy 3.1.4 – Compensatory Time