

# **Davis Technical College Employee Hours of Work Policy**

**Effective Date: 26 October 2017**

## **1. Purpose**

To establish the basic hours of work for Davis Technical College (College) employees, and to comply with Fair Labor Standards Act (FLSA) rules governing what constitutes compensable work time.

## **2. Policy**

### **2.1. All Employee Groups**

**2.1.1. College Calendar** - The College Board of Directors will approve annually a fiscal year calendar which specifies school days, planning/development days, holidays, etc.

**2.1.2. Standard Work Week** - The standard work week begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.

**2.1.3. Standard Daily Hours** – The standard daily work hours for daytime campus operations is 7:30 a.m. until 4:30 p.m. Certain programs, classes and campus services will also operate in the evenings. Unless otherwise specified and approved by the department supervisor, full-time employees will normally work Monday – Friday from 7:30 a.m. until 4:30 p.m., which includes a one hour unpaid lunch period.

**2.1.3.1.** Variations to this standard schedule may be required or allowed, based on department needs and position requirements. Exceptions must be authorized by the department supervisor. Employees who are salaried (and exempt under the Fair Labor Standards Act) may have more variation in the standard schedule and can be expected to work more than 40 hours per week without receiving overtime or comp-time.

**2.1.4. Meal Breaks/Rest Periods-** A regular work schedule with a minimum unpaid lunch period of 30 minutes may be authorized by the supervisor.

**2.1.4.1.** Classified or hourly employees working eight hours or more per day, may not work their entire day without taking an unpaid lunch break, except on occasional days, if specified and pre-approved by the supervisor. The unpaid lunch period is not intended to be taken at the beginning or end of the work day in order to shorten the day, however, may be authorized occasionally.

**2.1.4.2.** Classified or hourly employees must be completely relieved of their work duties during the unpaid lunch break. If an hourly employee is required or permitted to remain at their workstation during their lunch period, it is considered paid work time.

**2.1.4.3.** Employees may take a 15-minute paid break time during each four hour work period.

**2.1.4.4.** Break periods may not be accumulated to accommodate a shorter work day or longer lunch period.

**2.1.5. Attendance Standards** - Regular attendance and punctuality are part of each employee's minimum job requirements. Employees are expected to be at work on time every scheduled day. Employees are expected to obtain pre-approval to schedule time off in any foreseeable situations. When unexpected illness, injury, or other circumstances prevents an employee from reporting to work when scheduled, the department head or supervisor should be notified as soon as possible. Patterns of, or repeated excessive unauthorized and/or inappropriate absence and/or tardiness are not acceptable and do not meet the professional standards expected of all employees.

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**2.1.5.1.** Any incident of unacceptable absence or tardiness should be addressed with the employee. Continued violations of this job requirement may lead to disciplinary actions, including possible termination. Part-time employees who are frequently not available to work or decline the work shifts needed by their department may be terminated.

**2.1.5.2.** Failure to report for work for three (3) consecutive days without notice may result in termination for job abandonment. Such termination is considered to be voluntary. If the failure to report is due to circumstances beyond the employee's control, the employee may be considered for reinstatement, depending on the circumstances.

## **2.2. Faculty**

### **2.2.1. Full-Time Salaried Faculty**

**2.2.1.1. Types of Faculty Schedules** - For the purposes of determining salary, the following classifications shall apply:

**2.2.1.1.1. Year Round** - Full-time Faculty are normally expected to work a minimum of eight hours each day, Monday through Friday, each week throughout the year with the exception of paid holidays, paid vacation days as indicated in the Vacation Leave Policy and Procedures, and paid sick time as indicated in the Sick Leave Policy. When calculating the eight hours each day, time allowed for lunch should not be counted.

**2.2.1.1.2. Nine Month** - Full-time nine month Faculty are expected to work for 212 days each year as outlined in the College calendar. Full-time nine month Faculty are normally expected to work a minimum of eight hours each work day. When calculating the eight hours each day, time allowed for lunch should not be counted.

**2.2.1.1.3. Ten Month** - Full-time ten month Faculty are expected to work for 235 days each year as outlined in the College calendar. Full-time ten month Faculty are normally expected to work a minimum of eight hours each work day. When calculating the eight hours each day, time allowed for lunch should not be counted.

**2.2.1.2. Flexible Hourly Schedules** - Flexible hourly schedules may be arranged on an individual basis between a Faculty member and the Vice President of Instruction or designee, according to program needs. Flexible hourly schedules should normally be at least 2080 hours, not including overload assignments, for any Faculty member during a fiscal year.

### **2.2.1.3. Selection of Faculty Schedule**

**2.2.1.3.1. Changes** - Faculty members shall apply in writing to change from one type of employee schedule to another, nine-month to year-round or vice versa, on or before April 1st preceding the beginning of the applicable fiscal year.

**2.2.1.3.2. Compensation Adjustments** - The salary and benefits adjustments shall become effective for work performed on or after September 1 of the applicable fiscal year if changing from year-round to nine-month and on July 1 of the applicable fiscal year if changing from nine-month to year-round.

**2.2.1.3.3. Change Criteria** - The Administration shall consider requests for change of employee schedules based on the needs of the program, student enrollment, and placement capabilities.

**2.2.1.3.4. Notice Procedure** - Written notice of acceptance or rejection of a request for employee schedule change shall be not later than 30 days prior to the effective date of the change.

**2.2.2. Part-Time Salaried Faculty** - Any Faculty member who, based upon their employee schedule, is expected to work less than a full day is considered a part-time Faculty member. Salaried positions are only authorized when the employee is expected to work at least 30 hours per week.

**2.2.3. Hourly Faculty** - Hourly employees work hour expectations are determined separately based on the terms of the agreements with the individual employee. Hourly employees of the College are only authorized to work schedules of less than 30 hours per week. All supervisors of hourly employees, working in any position for the College, are required to monitor the hours worked by hourly employees and ensure that hours worked stay at less than 30 hours per week.

### **2.3. Classified Employees**

**2.3.1. Full-Time Classified Employees** - Full-time Classified Employees are normally expected to work eight hours each day, Monday through Friday, each week throughout the year with the exception of paid Holidays, paid vacation days as indicated in the Vacation Leave Policy and Procedures, and paid sick time as indicated in the Sick Leave Policy. When calculating the eight hours each day, time allowed for lunch should not be counted.

**2.3.2. Part-Time Hourly Classified Employees** - Part-Time Hourly employees' work hour expectations are determined separately based on the terms of the agreements with the individual employee. Part-time employees of the College are only authorized to work schedules of less than 30 hours per week. All supervisors of part-time hourly employees, working in any position for the College, are required to monitor the hours worked by part-time hourly employees and ensure that hours worked stay at less than 30 hours per week.

### **2.4. Professional/Administrative Employees**

**2.4.1. Full-Time Salaried Professional/Administrative Employees** – Full-time Professional/Administrative Employees are normally expected to work a minimum of eight hours each day, Monday through Friday, each week throughout the year with the exception of paid holidays, paid vacation days as indicated in the Vacation Leave Policy and Procedures, and paid sick time as indicated in the Sick Leave Policy. When calculating the eight hours each day, time allowed for lunch should not be counted.

**2.4.2. Part-Time Salaried Professional/Administrative Employees** - Part-time salaried employees work hour expectations are determined separately based on the terms of the agreements with the individual employee. Salaried positions are only authorized when the employee is expected to work at least 30 hours per week.

**2.4.3. Hourly Professional/Administrative Employees** - Hourly employees' work hour expectations are determined separately based on the terms of the agreements with the individual employee. Hourly employees of the College are only authorized to work schedules of less than 30 hours per week. All supervisors of hourly employees, working in any position for the College, are required to monitor the hours worked by hourly employees and ensure that hours worked stay at less than 30 hours per week.

### **2.5. Travel Time**

**2.5.1.** Traveling to and from home to a work location shall not be counted as work time.

**2.5.2.** If the employee is sent on a special one-day assignment to another location such as a conference, or travels out of town for multiple day events, the time spent traveling shall be counted as work time, when it occurs within the employee's normal work schedule.

**2.5.3.** Travel time during normal work hours shall be counted as paid work time, such as when travel is part of the principle job activity or when travel is necessary between work sites. This also applies to compensation for mileage reimbursement.

**2.5.4.** Employees do not receive additional pay or accumulate compensatory time when traveling occurs outside of their normal schedule.

## **3. Approval and Notes**

Revised Board Approval: 26 September 2019  
Revised President's Council Approval: 16 September 2019  
Revised Board Approval: 26 October 2017  
Revised President's Council Approval: 16 October 2017  
Revised Employee Input Team Approval: 11 October 2017  
Revised Board Approval: 25 June 2015  
Revised Board Approval: 19 June 2014  
Revised Board Approval: 28 February 2013  
Board Approval: 27 June 2002