

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>WORKLOAD NON-INSTRUCTIONAL PERSONNEL</b>	Policy 4.01.04
-----------------------------------	---	-------------------

### 1. Full-Time Exempt Personnel

- a. The College's administrative offices are open for business hours from 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to Noon on Friday. Other hours of operation may exist in order to meet customer needs.
- b. College 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.

### 2. Full-Time Non-Exempt Personnel

- a. College employees who are not exempt from the Act 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.
- b. 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 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.

The following rules apply to all non-exempt employees regarding the accrual and use of compensatory time:

- The employee's immediate supervisor must approve any time over forty (40) hours per week prior to the employee working the time.
- If it is necessary for an employee to work over forty (40) hours per week, one and one-half (1.5) hours of compensatory time shall be granted for each hour of overtime worked. The employee is responsible for accurately and honestly recording hours worked on a time records and in accordance with College policy and practice. The employee's supervisor shall review and approve time records at the conclusion of each period to determine that all recorded overtime hours are accurate.
- Except in extreme circumstances and with the appropriate Vice President's approval, supervisors shall make sure that employees do not accrue more than forty (40) hours of compensatory time at any time and all accrued compensatory time must be used by the last day of the fiscal year (June 30th). If an employee fails to exhaust his/her compensatory time by the end of the fiscal year, the appropriate Vice President shall consult with the President to determine whether the unused accrual shall be paid to the employee or if the College shall require the employee to use the leave at a time determined by the Vice President.

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>WORKLOAD NON-INSTRUCTIONAL PERSONNEL</b>	Policy 4.01.04
-----------------------------------	---	-------------------

- Employees are a required to use compensatory time prior to using annual, bonus or sick leave.
  - The employee's immediate supervisor must approve the use of compensatory time. An employee who has accrued compensatory time and requests the use of such time must be permitted to take the time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the College's operations.
  - In the event an employee leaves his/her College employment, the employee must, to the extent possible, exhaust all compensatory time before the last day of employment. If an employee holds compensatory time after leaving his/her employment, such time will be paid to the employee in accordance with the Act and federal regulations. Compensatory time may not be used to extend dates of retirement, resignation or other forms of severance from the College.
  - Compensatory time shall be accumulated in quarter hours. The College shall round up to the nearest quarter hour when calculating compensatory time.
  - Any work from home is not allowed to be counted as part of the forty (40) hour workweek and/or compensatory leave unless pre-approved by the employee's immediate supervisor and appropriate Vice President.
  - Failure to follow the requirements set forth in this policy is grounds for disciplinary action, up to and including non-renewal or termination.
- c. If an employee is assigned a meal break by his/her supervisor, the supervisor shall ensure that the employee is completely relieved from assigned work and the break is at least thirty (30) uninterrupted minutes

### 3. Part-Time Exempt/Non-Exempt Personnel

- a. Part-time personnel **may not work in excess** of twenty five (25) hours per week, unless there are special circumstances requiring the extended hours for a short duration of time. (one academic term or less). Work in excess of twenty-five (25) hours per week requires authorization from the supervisor and the appropriate Vice President.

Legal Reference: Fair Labor Standards Act (29 U.S.C. 201, *et seq.*)

Adopted: October 2009

Amended: April, 2013