

**Section:** Work Week, Schedules, Location for Staff

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**Sponsoring Unit/Department:** Human Resources

## Work Week, Schedules, Location for Staff

### Standard Work Week and Schedule

The work week begins on Saturday at 12:00 am and ends on Friday at 11:59 pm, and consists of seven days. A standard weekly work schedule consists of five 8-hour work days.

### Flexible work hours within the work week

Supervisors may direct and employees may request a temporary adjustment of work hours to meet business needs. Employees may request a temporary adjustment of work hours to meet non-recurring personal needs.

### Non-Exempt employees

Work hours flexed cannot be carried over from one work week into the following work week.

### Exempt employees

While the workweek for full-time regular exempt employees is normally considered to be 40 hours, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours. Due to the nature of exempt positions, work beyond the basic workweek may be required to meet legitimate business needs.

The supervisor may grant exempt employees an occasional non-routine brief absence from the workday for any purpose with pay without requiring the use of annual or sick leave. In such cases, the employee should be able to take this time off at a mutually convenient time.

### Alternative work schedules

Alternative work schedules encompass a variety of options that create workplace flexibility related to how many hours employees work and when they work. Alternative work arrangements include scheduling options such as compressed work weeks, flexible working hours and reduced schedules.

An employee's request for an alternative work schedule may be granted with the agreement and discretion of the supervisor if the schedule does not interfere with work needs. Alternative work schedules may be requested at any time (no seasonal restrictions), although they are subject to suspension or adjustment during peak times with advanced notice.

Alternative work schedules may be necessary and may be assigned by the supervisor to efficiently meet workloads of a department. Supervisors shall provide reasonable notice, generally two weeks in advance.

Alternative work schedules are subject to change at any time based on the business needs of the College.

Examples of alternative work schedules include, but are not limited to

#### Compressed Schedules:

- Four-day work schedules consist of four ten hour work days with three days off

#### Flexible Schedules:

- Flex-time wherein employees may choose their start and end times, but are required to work during their department's core hours as determined by the supervisor.

#### Reduced Hours:

- Reduced weekly work hours. Hours above 30 and less than 40 are considered alternative work schedules.
- Three-day work schedules consist of three twelve hour work days with four days off.
- Reduced schedule – Working at least 10 months out of a 12-month fiscal year.

### Work Locations

In general, employees are assigned to work at a specific College location. Alternative work sites on a temporary or permanent basis may be established by the supervisor, subject to review by the area administrator.

### Remote Work

Remote work is a work arrangement, requiring supervisor approval and executive administrative approval, in which some or all of the work assigned to an eligible employee is conducted at a non-College worksite (e.g., employee's home). Occasional work off-site, including work while traveling on College business, does not constitute remote work and does not require the formal arrangement described in this [procedure](#).

Remote work arrangements (RWAs) are subject to change at any time based on the business needs of the College.

### Meal Period

Employees shall normally receive a 60-minute unpaid meal period to be taken around the middle of the employee's scheduled work day. An employee may request an occasional departure from their designated lunch period. Such requests must be made by the employee in advance and obtain supervisory approval. In all cases, the employee must routinely receive a minimum of a 30 minute unpaid break and generally should not be used for arriving late or leaving early. For Commissioned Police personnel, Community Service Officers and Police Dispatchers, meal periods are defined as paid time and a part of the normal work day.

### Emergencies

In emergency situations, employee work schedules and locations may be modified without notice for the duration of the emergency. Emergencies are determined by the Chancellor or Chancellor's Designee.

Leadership should work collaboratively with employees on schedules over extended emergencies or when returning from emergencies if conditions have changed.