

Policy Type: Support Staff

Policy Title: Work Hours and Workweek

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy defines work hours and the workweek for employees.

Policy Statement:

The regularly scheduled workweek shall consist of forty (40) hours during a period beginning at 12:01 a.m. Sunday and ending one hundred sixty-eight (168) hours thereafter. The regular workweek is forty (40) hours based on an eight-hour (8) day, five (5) days a week. Specific working hours are determined by the job requirements. Overtime pay and compensatory time will be administered under College procedures within the guidelines of state and federal wage and hour laws.