



Personnel Policies and Procedures

Employee Hours of Work Policy

Effective Date: June 4, 2014

Board Approval: June 4, 2014

Tooele Applied Technology College: A Utah College of Applied Technology Campus Employee Hours of Work Policy

1. Purpose

To establish hours of work for employees of the Tooele Applied Technology College: A Utah College of Applied Technology Campus (College Campus).

2. Policy

2.1. All Employee Groups

- 2.1.1. College Campus Calendar.** The Campus 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 Work Schedule.** The standard work schedule is Monday – Friday eight (8) hours a day with an unpaid lunch break of a minimum of thirty (30) minutes to a maximum of sixty (60) minutes. An employee's standard work schedule should cover the core business hours between 9 a.m. to 4 p.m.
- 2.1.4. Flexible Work Schedule.** Flexible work schedules may be arranged on an individual basis between an employee and supervisor depending upon the job requirements and the ability of the department to provide coverage to service external and internal customers. A Flexible Work Arrangement Form should be completed to document the agreement.

Guidelines for flexible work schedules include:

- Option 1 – 10 work hours per day plus lunch 4 days a week
- Option 2 – 9 work hours per day plus lunch 5 days Week-One, 4 days Week-Two
- Option 3 – Customized schedule that meets program requirements and results in 40 work hours per week
- All schedules should include a thirty (30) minute minimum lunch or sixty (60) minute maximum lunch break.
- All schedules should cover core business hours 9 a.m. to 4 p.m.
- College Holidays that provide (8 hours) off will require employees on flexible work schedules to take vacation time or adjust work schedules to ensure the required work hours for the pay period are met.
- Flexible work schedules should not result in additional costs to the college
- If more than one employee requests the same flexible work schedule the supervisor should ensure there is adequate departmental coverage during the core business hours of the college.

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2.2. Faculty

2.2.1. Full-Time Salaried Employees

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

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

2.2.1.1.2. Flexible Hourly Schedules. Flexible hourly schedules may be arranged for a program on an individual basis between a faculty member and the Campus Vice President of Instruction or designee, according to program requirements.

Flexible hourly schedules should not exceed 2080 hours for any Faculty member during a fiscal year.

2.2.2. Hourly Employees. Hourly employees work hour expectations are determined separately based on the terms of the agreements with the individual employee.

2.3. Classified Employees

2.3.1. Full-Time Salaried Employees. Full-time Classified Employees are expected to work Eight hours each day, Monday through Friday, each week throughout the year with the exception of paid holidays and paid vacation days as indicated in the Vacation Leave Policy and Procedures. When calculating the eight hours each day, time allowed for lunch should not be counted. Classified employees may work flexible hourly schedules as long as the schedule does not result in overtime premium that would not be paid had the employee worked the standard work schedule.

2.3.2. Hourly Employees. Hourly employees' work hour expectations are determined separately based on the terms of the agreements with the individual employee.

2.4. Professional/Administrative Employees

2.4.1. Full-Time Employees. Full time Professional/Administrative Employees are expected to work a minimum of eight hours each day, Monday through Friday, each week throughout the year with the exception of paid holidays and paid vacation days as indicated in the Vacation Leave Policy and Procedures. When calculating the eight hours each day, time allowed for lunch should not be counted. Professional/Administrative Employees may work flexible schedules if approved by their supervisor.

2.4.2. Part-time Employees. Part-time employees work hour expectations are determined separately based on the terms of the agreements with the individual employee.