



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

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## **Hours of Work for Career Service Employees**

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### **Policy Statement:**

- I. A workday shall constitute eight (8) duty hours and a workweek shall constitute forty (40) hours for full-time career service employees unless otherwise approved by the president or a designee.
- II. The college workweek shall begin at 12:01 a.m. Sunday and run for seven (7) consecutive days (168 hours).
- III. An employee may take one fifteen (15) minute rest break during the first half of the work shift and one fifteen (15) minute rest break during the second half of the work shift except in emergencies. An employee may not accumulate unused rest breaks.
- IV. An employee may not begin work more than seven and one-half (7½) minutes before scheduled working hours or depart later than seven and one-half (7½) minutes after scheduled working hours without permission of his or her supervisor.

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### **Procedures:**

None

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### **Related Documents/Policies:**

None

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### **Policy History:**

Adopted 1-19-83; Amended 5-14-86; Amended 11-18-92; Repealed 11-2-16; Formerly  
6Hx28:09-03

Repealed