

- F. Payroll deductions are authorized for membership dues if requested in writing by the employee for organizations that meet the following criteria: (Note: Such dues withholding may not be spread beyond five (5) pay periods.)
1. Membership must be open to all employees of the college and the District Board of Trustees;
 2. The college must participate in the organization through an institutional membership; and
 3. The objectives of the organization must be primarily related to the further development of college employees.

G. Holidays and Paid Non-Duty Days:

1. Twelve-month, full-time employees will observe holidays and other paid non-duty days on the days approved by the District Board of Trustees. However, the president, or designee(s), is authorized to modify the holiday schedule by providing an equivalent number of days to be observed at other times during the year.
2. A twelve-month, full-time employee must have worked or have been on approved leave with pay for the full workday before and, except for retiring employees, the full workday after the holiday(s) or paid non-duty day(s), in order to be compensated. Non-Exempt staff should refer to section II.B, Guidelines for Staff Employees Who Are Non-Exempt, for the proper procedure to document hours of work for the holiday(s).

II. Guidelines for Non-Instructional Employees Classified as Executive Management, Administrative, and Staff

- A. Classification of Positions: All college-budgeted, non-instructional positions are classified and assigned to a pay grade in accordance with the approved salary schedule. Positions are also classified as either non-exempt or exempt from overtime reporting in accordance with the Fair Labor Standards Act (FLSA).

1. Staff employees who are classified as non-exempt:
 - a. Staff employees who are classified as non-exempt are required to report all hours of work (more information in section II.B., Guidelines for Staff Employees Who Are Non-Exempt)
 - b. Staff employees who are classified as non-exempt will be considered full-time if filling positions requiring they work a minimum of 228 days per year and a minimum of 40 hours per week during the fiscal year, unless otherwise approved by the President or designee.
 - c. Employees not filling positions as defined above will be classified as part-time employees. Part-time employees paid on an hourly basis are classified as non-exempt and eligible to earn overtime in

accordance with the FLSA.

2. Executive management, administrative, and staff employees who are classified as exempt:

- a. Executive management and administrative employees who are classified as exempt will be considered full-time if filling positions requiring they work a minimum of 228 days per year during the normal contractual period, unless otherwise approved by the President or designee.
- b. Staff employees who are classified as exempt will be considered full-time if filling positions requiring they work a minimum of 228 days per year during the fiscal year, unless otherwise approved by the President or designee.

B. Guidelines for staff employees who are classified as non-exempt:

These procedures provide guidance for staff employees and their supervisors when reporting their hours of work. The college requires all supervisors and staff employees to adhere to these procedures for the college to maintain compliance with the FLSA.

1. Hours of work

- a. Within these parameters, departments are responsible for establishing specific hours of work and may adjust schedules as deemed necessary based upon operational needs.
- b. A workday shall constitute eight (8) duty hours and a workweek shall constitute forty (40) hours for full-time, staff employees who are classified as non-exempt unless otherwise approved by the president or designee(s).
- c. The college workweek shall begin at 12:00 a.m. Sunday and continue for seven (7) consecutive days (168 hours).
- d. Staff employees 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 or combine them with lunch breaks. Breaks are based upon supervisor or department discretion and operational needs.
- e. A staff employee who is classified as non-exempt 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.

2. Recording of Hours Worked

- a. Staff employees, who are classified as non-exempt under the FLSA, are required to record and verify the hours they work in a manner prescribed by the college.
- b. The time that an employee starts, stops, or interrupts work (e.g., lunch time when an employee is relieved from duty) will be recorded. Starting and stopping times will be rounded and recorded to the nearest one-quarter ($\frac{1}{4}$) of an hour. Authorized fifteen (15) minute rest breaks do not need to be recorded.

3. Approving time and attendance records

- a. Designated web-time-entry approvers must verify that the information recorded, accurately represents the employee's time and attendance including hours worked, leave, and holiday time for the covered period in accordance with established procedures.
- b. Designation as an approver for full-time employee web-time-entry records will be based on the reporting hierarchy defined in the position control records maintained by human resources and documentation of supervisory responsibility in the approver's official/approved job description.
- c. Designation as an approver for part-time employee web-time-entry records will be based on the supervisory relationship and documentation of supervisory responsibility in the approver's official/approved job description.
- d. Changes to the reporting hierarchy defined in the position control records will require approval by the appropriate Sr. Staff member and be subject to documentation of supervisory responsibility in the official/approved job description.

4. Overtime Compensation

- a. At times, it will be necessary to require staff employees to work overtime. Overtime must be approved in advance by the appropriate vice president, campus president or designee(s).
- b. Staff employees will receive overtime compensation at the rate of one and one-half ($1\frac{1}{2}$) times the regular hourly rate of pay for each hour actually worked in excess of forty (40) hours during the workweek.
- c. Staff employees must document on their timesheets the actual hours worked in accordance with established procedures.
- d. Supervisors must verify that the overtime work was performed and

that the hours actually worked were properly documented in accordance with established procedures.

- e. Overtime compensation will only be paid if the hours actually worked exceed 40 hours in the workweek. Paid non-duty hours, sick leave, vacation leave, or other paid or unpaid leaves will not be considered when calculating hours worked for overtime purposes.

C. Guidelines for executive management, administrative, and staff employees who are classified as exempt:

1. Special events and hours of work over 40 in the work week

- a. Executive management, administrative, and staff employees, classified as exempt from earning overtime under the FLSA, will not receive additional compensation for performing services related to their primary employment at special events. Such special events may include, but are not limited to, commencement, councils, committees, and community events.
- b. At times, executive management, administrative, and staff employees, classified as exempt from earning overtime under the FLSA, will perform duties as assigned without additional compensation, and such duties include work performed outside normal work hours established by departments based upon operational needs and beyond forty hours in a work week. When possible, to accommodate the need for work performed outside normal work hours, supervisors are encouraged, but not required, to use flexible work schedules.

2. Deductions from salary of executive management, administrative, and staff employees classified as exempt

- a. Partial day or full day deductions from pay are permissible under certain circumstances including, but not limited to, the following:
 - i. For absences from work when an employee has exhausted personal, vacation, or sick leave
 - ii. In the employee's initial or terminal week of employment if the employee does not work the full week
 - iii. For time in which an exempt employee takes unpaid leave
 - iv. For overpayment of wages
 - v. To recover unauthorized payments
 - vi. For repayment of obligations incurred by the employee relating to his/her employment at the college

III. Guidelines for instructional employees

- A. Instructional employees include teaching faculty in 10-month, 8-month, and 4-month positions. Instructional employees also include full-time 12-month

librarians and counselors. Teaching faculty are exempt from earning overtime under the FLSA. Full-time librarians and counselors are also exempt from earning overtime under the FLSA.

1. Instructional employees will be considered full-time if filling positions requiring they work a minimum of the following days per year during the normal contractual period unless otherwise approved by the District Board of Trustees.
 - a. 12-month faculty – 228 days
 - b. 10-month teaching faculty – 194 days
 - c. 8-month annually appointed teaching faculty – 160 days
 - d. 4-month temporary teaching faculty – number of work days in the academic session(s)
2. Part-time instructional employees are exempt from earning overtime and teach credit courses that are based on the number of work days in the academic session.
3. Part-time employees paid on an hourly basis are classified as non-exempt and eligible to earn overtime in accordance with the FLSA.

B. Special events and hours of work over 40 in the work week

1. Instructional employees shall not receive additional compensation for performing services related to their primary employment at special events. Such special events may include, but are not limited to, commencement, councils, committees, and community events.
2. At times, instructional employees will perform duties as assigned without additional compensation, and such duties include work performed outside normal work hours and beyond forty hours in a work week. When possible, to accommodate the need for work performed outside normal work hours, supervisors are encouraged, but not required, to use flexible work schedules.

C. Deductions from salary of instructional employees

1. Partial day or full day deductions from pay are permissible under certain circumstances including, but not limited to, the following:
 - a. For absences from work when the employee has exhausted personal or sick leave
 - b. In the employee's initial or terminal week of employment if the employee does not work the full week
 - c. For time in which the employee takes unpaid leave

- d. For overpayment of wages
- e. To recover unauthorized payments
- f. For repayment of obligations incurred by the employee relating to his/her employment at the college

Refer to Policy 6Hx28:3C-01.2, Workload for Professors, for further information related to Instructional employees.

Procedure

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