

Full and part-time staff working hours

I. Full-time, staff employees

1. Exempt Employees

- a. Full-time, non-curriculum employees are expected to fulfill a 37.5 hour work week. Those employees who are exempt from the Fair Labor Standards Act may also be required to perform work over and above their assigned 37.5 hour work week when such duty is determined to be in the College's best interest.
- b. Attendance at the curriculum graduation is required of full-time curriculum faculty, college council, and exempt employees. Exceptions or leaves of absence may be made or granted to the faculty by the Vice President of Academic and Student Affairs; all other exceptions or leaves of absence must be made by the President.
- c. Attendance at the CCR/GED/Adult High School graduation is required of college council members and others that the President may designate. The Dean of Continuing Education shall be responsible for coordinating the GED/Adult High School graduation exercises and shall decide which staff and faculty in the Continuing Education Division attend the graduations exercises.

2. Non-Exempt Employees

- a. Non-exempt College employees will be assigned a 37.5 hour work week by their immediate supervisor. The immediate supervisor will keep documentation of the assignment and a copy will be filed in the employee's personnel file. Employees will be required to complete accurate timesheets reflecting hours worked.
- b. The College will not pay overtime compensation to non-exempt employees who work in excess of 37.5 hours per week. In approved instances, the College shall, however, provide compensatory time in lieu of overtime pay. Time off such as vacation, holiday, inclement weather, bonus and sick days will not be counted as actual time worked for the purpose of calculating compensatory time. Furthermore, when a non-exempt employee works more than one (1) non-exempt job for the College, any compensatory time will be calculated based on the combined hours worked.
See Policy 03.01.04 – Compensatory Time.

II. Part-time Staff

Part-time staff shall not work in excess of 28 hours per week unless there are special circumstances requiring the extended hours for a short duration of time. Work in excess of 28 hours per week requires written authorization from the supervisor and the appropriate vice president.

Policy Number: 03.01.03.03

Legal Reference:

The Fair Labor Standards Act of 1938

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[Compensatory Time Policy](#)

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