

ASSIGNMENTS, WORK LOAD AND SCHEDULES

DJ
(REGULATION)

Exceptions to the following procedures require the initial approval of the appropriate vice president or president. The College President must provide final approval.

JOB SITE

An employee's job site will be the main campus or other learning centers within the College District, including the online course management system, as assigned. Some employees are expected to visit other school districts or community sites as part of their required duties, and in these cases the job site will be the alternate school districts or community sites. The exception will be when an employee has approved travel that directly benefits the College District. In these cases, the actual travel and approved travel destination will be the designated job site.

WORKHOURS

For the purpose of accountability, each department will have established work hours as well as an established job site where the work is to be performed. The departmental work hours will be approved by the department supervisor and the associate vice president or dean. Final approval must be obtained from the appropriate vice president or the College President, as applicable.

Each employee will have his or her individual work hour schedule approved by his or her immediate supervisor and the associate vice president or dean. Final approval must be obtained from the associate vice president or College President, as applicable. The approved work hour schedule for a classified or professional level employee must be placed in the individual's personnel file upon hire and updated annually on September 1 of each year.

[See *M:\Forms\Omnifill\Rich Text Forms-Word*]

LUNCHBREAKS

CLASSIFIED STAFF

A classified employee will be required to take a non-working lunch break for which he or she is not paid. The maximum lunch break will be one hour and can be taken all at once or broken into sections, with prior approval of the immediate supervisor. The one hour lunch break will generally be scheduled for the middle of the workday, but may vary occasionally with prior approval of the immediate supervisor. Employees working in the police department will be exempt from the lunch break requirement because of the nature of the employees' schedules and job requirements. A classified employee may not skip lunch breaks to leave early. All College District offices will be opened and staffed in accordance with the published work hours.

PROFESSIONAL
STAFF

A professional employee will work the established work hours of the department, but he or she will not be required to take a lunch break. The maximum time for a lunch break will be one hour. If a professional employee's work hours are from 8:00 a.m. to 5:00 p.m., and the employee decides to work through his or her lunch

ASSIGNMENTS, WORK LOAD AND SCHEDULES

DJ
(REGULATION)

hour, the employee is not entitled to leave an hour early. In this example, the employee must work until 5:00 p.m.

FLEX-TIME FOR
PROFESSIONAL STAFF

Although not always possible, with prior supervisory approval a professional employee may be able to work a flex-time schedule if the employee is required to work more than 40 hours in a week. A professional employee is not eligible for compensatory time or paid overtime.

TIME SHEETS AND REPORTS

Procedures for time sheets and reports are as follows:

1. A full-time classified employee shall submit an "Individual Time Report" form to his or her supervisor for approval on the first working day after the end of the month. The approved time sheet shall be forwarded to the Human Resources Department no later than the fifth of the month.
2. A contract employee shall submit a "Contract Leave Report" form to his or her supervisor on the first working day after the end of the month. The approved report shall be forwarded to the Human Resources Department no later than the fifth of the month.
3. A part-time (nonbenefits) classified employee shall submit an "On-call (Nonstudent) Time Sheet" to his or her supervisor on the tenth of the month, and shall forward the approved document to Payroll by the next day (the 11th).
4. A student employee shall submit a "Student Time Sheet" to his or her supervisor by the tenth of the month. The supervisor shall forward the approved form to the Financial Aid Department by the established deadline.
5. Supervisors shall review and sign time sheets/reports to verify that all employee leave taken has been documented. Completed paperwork shall then be forwarded for processing as indicated above.
6. A physical plant employee who is required to punch a time clock shall sign a monthly report kept by the physical plant supervisor to verify any leave taken. After review and approval by the supervisor, the report shall be forwarded to the Human Resources by the fifth of the month.
7. For overtime and compensatory time requirements see DEA(LOCAL) and DEA(REGULATION)