Hours of Work Policy

Policy Number	300.17.02	**Custodian**	Human Resources
Approved Date	10/20/2020		
Effective Date	10/20/2020	**Review Date**	October 2020
References: Telework Policy			

1. Purpose

Established hours of work to ensure the efficient operations of WETCC with effort to be flexible with staff.

2. Persons Affected

2.1. Staff

3. Policy

This policy is to ensure the following:

3.1. All employees are present for work during their scheduled hours or will make appropriate arrangements with their supervisor for an absence

3.2. To ensure the needs of WETCC, including other staff, students, and community members are met.

3.3. Faculty hours are flexible to accommodate the needs of scheduled classes and will be announced to students.

4. Definitions

4.1. Administrative Offices. Main office hours Monday – Friday from 8:00am to 4:30pm excluding holidays or other days declared off by the president.

4.2. Break Periods. Paid time away from work duties in a 15-minute increment.

4.3. Flex Schedules. Flexible scheduling by working the same number of scheduled hours per week during a different, pre-approved schedule or at another location.

4.4. Lunch Periods. Unpaid time away from work in a 30-minute increment.

4.5. Remote Work. Working from another location for all or part of their work schedule. Remote work includes being available by phone or e-mail, working on WETCC work, and following the Code Conduct while off site.

5. Procedures

5.1. Supervisors approve flex/remote schedules while ensuring the employee participating is working the same number of scheduled hours per week.

5.2. Employees may be returned to their standard work schedule if:

- The flexible schedule is not permitting the department to operate effectively.
- There are changes in circumstances.
- There is abuse of flex/remote scheduling. Abuse of flex/remote scheduling will result in privileges being revoked and appropriate disciplinary actions as deemed necessary by the supervisor.

Revision History

Rev. Date	Rev. No.	Revision
02/21/2025	2.	Housekeeping; New Format; Change Custodian
10/20/2020	1.	Original