

# Hours of Work Policy

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<b>POLICY:</b> Hours of Work			
<b>POLICY NUMBER:</b>	300.17	<b>CUSTODIAN:</b>	Special Projects
<b>APV'D DATE:</b>	10/20/2020	<b>REVIEW DATE:</b>	10/2020
<b>EFFECTIVE DATE:</b>	10/20/2020		
<b>REFERENCES:</b>	Telework Policy		

## Part 1. Policy Background and Purpose

WETCC hours of work are established for efficient operations and flexibility with staff.

## Part 2. Definitions

Breaks are paid time away from work duties in a 15-minute increment.

Lunch period is unpaid time away from work in a 30-minute increment.

## Part 3. Responsibility

It is the responsibility of the supervisor to ensure employee hours of work meet the needs of WETCC including other staff, students, and community members. As such, supervisors must ensure staff are available during scheduled hours, with office hours structured to ensure business needs are met.

All employees are required to be present for work during their scheduled hours or make appropriate notice to the supervisor for an absence.

## Part 4. Policy

The WETCC hours of work will vary depending upon business needs, office hours, and class time schedules.

### Subpart A. Administrative Offices.

Administrative office hours are Monday – Friday from 8:00 am to 4:30 pm excluding holidays and other days declared off by the President.

### Subpart B. Breaks

Break periods are allowed as work permits, a 15-minute paid break is allowed for each 4-hour shift and a 30-minute unpaid lunch break is allowed after a 4-hour shift.

### Subpart C. Flex Schedules.

At the discretion of the supervisor, employees may participate in flexible scheduling by working the same number of scheduled hours per week during a different, pre-approved schedule or at another location.

Employees may be returned to his or her standard work schedule if the flexible schedule is not permitting the department to operate effectively or if changes in circumstances necessitate the return to a standard schedule.

Employees may participate in working remotely, when approved by their supervisor.

- Employees are required to be available by phone or email when working remotely.
- Employees must be working on WETCC work.
- The standard Code of Conduct applies while working remotely.

Abuse of flex scheduling or telework will result in privileges being revoked and appropriate disciplinary actions as deemed necessary by the supervisor.

#### **Subpart D. Faculty.**

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