



NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

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| TITLE: Employee Schedules | NUMBER: HR 12.00 |
| AUTHORITY: <u>The Fair Labor Standards Act, 29 U.S.C. § 203; The Affordable Care Act</u> <u>Florida Statutes: FS 1001.64; FS 1001.65; FS 1012.82</u> | SEE ALSO: <ul style="list-style-type: none">• <u>TL 17.00</u> |
| DATE ADOPTED: 05/88 REVISED: 04/98; 07/12; 01/13; 02/17; 03/19; 02/21 | BOARD SECRETARY:  |

PURPOSE OF POLICY

To establish the normal operating times of Northwest Florida State College and the expectations of employees to work as scheduled or when needed during these times and to establish policy regarding the accrual and usage of compensatory time or overtime

~~To establish the normal operating times of Northwest Florida (NWF) State College and the expectations of employees to work as scheduled or when needed during these times, and to establish expectation regarding the accrual and usage of compensatory time or overtime~~

LOCAL LANGUAGE

Operating Hours

Northwest Florida State College campuses and centers may be in operation from 6:00 a.m. through 11:00 p.m., Monday through Friday, and may also be in operation on Saturday or Sunday for approved classes or events. College campuses and centers are generally open to the public Monday through Friday 8 a.m. to 4:30 p.m., except on days the College is closed as listed on the Academic Calendar or as otherwise approved by the President in accordance with College procedure. As applicable to their position and in support of their job duties and College activities, employees of the College may be assigned duties within any operating hours on any day at any campus or center. Employees may use their offices outside of these times only for individual office use.

Work Obligation

An employee's work obligation or "working time" is that time in which an employee has any scheduled obligations, whether instructional or non-instructional, to perform with respect to their position at the College, including but not limited to any obligations for office hours, committee work, conferences, and meetings. A work week is the period beginning immediately after midnight on Sunday and ending at midnight the following Saturday (i.e., 12:01 a.m. Sunday through 11:59 p.m. Saturday night).

The work obligation of full-time employees is a minimum of 34 and maximum of 40 hours per week, as more specifically described in this paragraph. Instructional full-time employees' work obligation is 34 hours per week. Non-instructional full-time employees' work obligation is 36 to 40 hours per week as set by College procedure approved by the President. For example, a particular department may be required to work 40 hours each week, such as Campus Safety & Security. The work obligation of Northwest Florida State College part-time employees is

a maximum of 29 hours per week or as amended from time to time by applicable federal and state law regarding part-time work hours.

Adjusted Work Schedule

College practice is to arrange an adjusted work schedule for employees in every case practical, authorizing an employee to complete their work obligation within the work week by adjusting hours worked on specific days. The appropriate supervisor will work with their employees to develop adjusted work schedules according to College procedure. Supervisors will monitor the adherence to the adjusted schedule. Adjusted work schedules require prior approval according to College procedure and will only be allowed as it benefits the needs of the College.

Overtime Pay and Compensatory Time Off

Employees covered by the Fair Labor Standards Act (non-exempt employees) are entitled to overtime pay for any hours worked in a work week more than forty (40) hours at a rate equal to 1.5 times their hourly rate. Employees who are exempt from the Fair Labor Standards Acts requirements (exempt employees) are not entitled to overtime pay. Overtime may be approved for a non-exempt employee when means for accomplishing the tasks required cannot be suitably arranged within a 40-hour week and the tasks cannot be deferred; the President or their designee must approve overtime hours prior to those hours being worked. Overtime pay will be included in the employee's paycheck in the pay period following the overtime worked.

In lieu of overtime pay for non-exempt employees, the College may provide compensatory time off at the rate of 1.5 hours for each overtime hour worked. Compensatory time off must be used at the mutual convenience of the College and employee. No compensatory time can be extended outside of the pay period in which it was accrued without written authorization of the College President or their designee. Employees who are exempt from the Fair Labor Standards Acts overtime requirement are not entitled to compensatory time either, but exempt employees who are required to work on a College holiday will be given an equivalent holiday within the same week or as soon as possible.

~~NWF State College normally will be in operation from 7:30 a.m. through 11:00 p.m., Monday through Friday; therefore, these hours and days encompass the normal "working time" of the employees of the College. Personnel may be assigned to work before or after these hours, and/or on weekends, as needed in support of College activities.~~

~~Facilities will be used from Friday at 4:30 p.m. through Monday at 7:30 a.m. only for special, approved, scheduled activities or for individual office use.~~

~~Public events and special use of College facilities will require the approval of the College President or his/her designee.~~

~~"Working time" will be defined as that time in which an employee has any scheduled obligations, whether instructional or non-instructional, to perform with respect to his/her position at the College, including but not limited to, all such obligations as required office hours, committee work, conferences, and official meetings.~~

~~College personnel will not be subjected to solicitations by any groups or persons on campus when any person involved in the solicitation is on "working time" as defined above. Representatives of board-approved agents and organizations such as College-approved insurance carriers may solicit College employees on working time with prior arrangement for facilities through the College President or his/her designee.~~

~~Administrative or exempt employees who are required to work on a College holiday will be given an equivalent holiday within the same week or as soon as possible.~~

Employees covered by the Fair Labor Standards Act are entitled to overtime pay for any hours worked in a work week in excess of forty (40) hours, at a rate equal to 1.5 times their normal hourly rate. In lieu of wages, a public agency may provide time off at the rate of 1.5 hours for each overtime hour worked.

~~NWF State College twelve-month employees work 37.5 hours per week, during a work week which begins immediately after midnight on Sunday and ends at midnight the following Saturday (i.e., 12:01 a.m. Sunday through 11:59 p.m. Saturday night). Hours worked during that work week over 37.5 but less than 40 are compensable at one hour for each hour worked. Hours worked in excess of 40 hours during the work week are compensable at the rate of one and one-half hours for each hour.~~

Exception

~~NWF State College Police (NWF-PD) Officers work 40 hours per week. NWF-PD officers are entitled to overtime pay for hours worked in excess of 40 hours during their normal work week.~~

Adjusted Work Schedule

~~College practice is to arrange an adjusted work schedule for employees in every case practical, authorizing an employee to work his/her required 37.5 hours within the work week by adjusting hours worked on specific days.~~

~~The appropriate supervisor will work with his/her employees to develop adjusted work schedules, such schedules being reflected on the employee's monthly time reports. Supervisors will monitor the adherence to the adjusted schedule.~~

~~Adjusted work schedules requires prior approval and will only be allowed as it benefits the needs of the College.~~

Compensatory Time Off

~~When an adjusted work schedule is insufficient to accomplish the tasks to be performed, the supervisor and the employee may reach an agreement relative to extended work hours, to be compensated at the rate of one hour off for each hour worked over 37.5 and less than 40 hours (over 40 hours for NWF-PD Officers), and at the rate of one and one-half hour off for each hour worked in excess of forty (40) hours during the work week.~~

~~Compensatory time off must be used at the mutual convenience of the supervisor and employee. No compensatory time can be extended over a given pay period without written authorization of the Vice President and/or College President.~~

Overtime Pay

~~The employee will be authorized paid overtime work when alternate means for accomplishing the tasks cannot be suitably arranged and the tasks cannot be deferred; authorization being requested by the employee's supervisor(s) and approved by the appropriate Vice President, and/or College President.~~

~~Overtime pay will be included in the pay check next issued following performance of the overtime worked.~~