



# NORTHWEST FLORIDA STATE COLLEGE

## Memo

To: Board of Trustees  
From: Dr. Devin Stephenson, President  
Date: September 20, 2022  
Re: HR 12.00 Employee Schedules

---

The College proposes revising Board Policy HR 12.00 Employee Schedules to be consistent with federal law regarding overtime, increase clarity, and more accurately reflect the variety of workweeks offered to College staff.

First, the current HR 12.00 offers conflicting statements on overtime pay, because at one point it states that overtime pay is required after 40 hours worked for Fair Labor Standards Act non-exempt employees and at another point states that overtime pay applies after 37.5 hours worked. The correct standard is the federal standard of overtime after 40 hours.

Additionally, the operating hours and work obligation sections of the policy should be updated to reflect the variety of operations and schedules that the College offers in the community. For example, we have employees who are permitted or requested to start their work prior to 7:30 a.m.; the more accurate time would be 6:00 a.m. The College also offers classes and events on the weekends, which means that many College divisions may be operating on Saturday or Sunday. The College is also generally open to the public Monday to Friday 8 a.m. to 4:30 p.m., but those hours will vary throughout the year due to a variety of factors such as holidays, department schedules, and scheduled and emergency closures.

Similarly, the work obligation for staff varies depending on the classification and job duties of the position. Full-time instructional staff work 34 hours per week, consistent with law and policy. Full-time non-instructional staff work between 36 to 40 hours per week depending on the procedures in place for the College and the department (i.e., Summer Hours when the College may be closed on Friday or more recent pilot periods in which the College is testing different work schedules for non-instructional staff). Campus Safety & Security work 40 hours per week to fulfill their statutory duties. To ensure that the College can serve its students and community, market itself to potential employees, and retain excellent staff, the College needs flexibility to set the work obligation for positions and departments that best fit their role at the College. Rather than using only a 37.5-hour workweek metric, the College would be best served by setting work obligations that best fit the job, more easily compute for leave purposes, and promote flexibility where we can. This approach is consistent with approaches used across the Florida College System in Board policy on employee schedules. We recommend that HR 12.00 state the foundational standards for work obligations and permit the College to continue setting more specific work obligations through procedure.

### RECOMMENDATION:

The Board of Trustees authorizes the College to advertise the revisions to HR 12.00, as presented.