



Personnel Policies and Procedures
Employee Hours of Work Policy
Effective Date: June 4, 2014
Board Approval: June 4, 2014
Board Revision Approval: June 6, 2018

1. **Purpose**

1.1. To establish hours of work for employees of the Tooele Technical College.

2. **Policy**

2.1. **All Employee Groups**

2.1.1. **College Calendar.** The Board of Directors will approve annually a fiscal year calendar which specifies school days, planning/development days, holidays, etc.

2.1.2. **Standard Work Week.** The standard work week begins at 12:01 A.M. Sunday and ends at midnight the following Saturday.

2.1.3. **Standard Work Schedule.** The standard work schedule is Monday – Friday eight (8) hours a day with an unpaid lunch break of a minimum of thirty (30) minutes.

2.1.3.1. When calculating the full-time employee's eight (8) hour day, lunch should not be counted. The unpaid lunch period is not intended to be taken at the beginning or end of the work day in order to shorten the day.

2.1.3.2. Full-time employees are expected to work the standard work week.

2.1.3.3. Full-time exempt employees are expected to work, on average a minimum of 40 hours per week but more importantly as many hours as necessary to complete their assigned job duties.

2.1.3.4. The employee's supervisor is responsible for setting the specific work schedule.

2.1.3.5. Work schedules are subject to change as dictated by the needs of the College.

2.1.3.6. Full-time exempt employees, may have more variation in their standard work schedule on a daily basis as coordinated with their supervisor.

2.1.4. **Flexible Work Schedule.** Flexible work schedules which deviate from the standard must be approved by the President.

2.1.4.1. **College Holidays** that provide (8 hours) off will require employees on flexible work schedules to take vacation time or adjust work schedules to ensure the required work hours for the pay period are met.

2.1.4.2. Flexible work schedules should not result in additional costs to the college

2.1.5. **Attendance Standards** - Regular attendance and punctuality are part of each employee's essential job requirements. Employees are expected to be at work on time every scheduled day. The employee's supervisor determines the employee's start time.

2.1.5.1. Employees are expected to obtain pre-approval to schedule time off in any foreseeable situations. When unexpected illness, injury, or other circumstances prevents an employee from reporting to work when scheduled should notify their supervisor as soon as possible.

2.1.5.2. Patterns of, or repeated excessive unauthorized and/or inappropriate absence and/or tardiness are not acceptable and do not meet the professional standards expected of all employees