It is the responsibility of supervisors to ensure that staffing schedules for managerial/professional, classified staff, and contract/grant employees are adequate to provide essential, convenient, and efficient services during the business operating day of each office/unit. Furthermore, supervisors are to ensure that non-exempt classified staff or contract/grant employees work no more than a forty (40) hour work week unless overtime is approved.

Although a routine work schedule is established for each managerial/professional, classified staff, and contract/grant position (and is documented on the individual position description), each employee is expected to work whatever schedule may be required by the College as determined by the employee’s supervisor. The schedule may be variable from day to day or week to week.

### A. Alternate Work Schedules

In order to serve the best interests of the College, supervisors have the option to set up alternate work arrangements for their employees. These work arrangements may include flexible work schedules, compressed work schedules, shared employment (job sharing), telecommuting, and teleworking. Alternate work arrangements require the written approval of the President or appropriate Vice President.

- **Flexible Work Schedule** - a flexible work schedule requires a minimum of forty (40) hours of work per week. A flexible work schedule requires an employee to be on duty at work during core times as designated by the supervisor. The flexible work schedule also
allows a supervisor to set an employee’s arrival and departure times outside of the times the office or department is open to serve the public.

- **Compressed Work Schedule** - a compressed work schedule allows an employee to complete the required forty (40) work hours in less than five (5) work days (such as four (4) work days of ten (10) hours each).

- **Shared Employment** - a shared employment position shall be identified as a single position and retains its unity for purposes of classification, assignment to a pay grade, and other personnel transactions that apply to the position. Employees filling shared employment positions are less than full-time employees and benefits shall be prorated accordingly.

- **Telecommuting** - telecommuting is defined as a work arrangement whereby an employee is allowed to perform the normal duties and responsibilities of the position through the use of computers or other telecommunications, at home or another place apart from the usual place of work. The employee is expected to report to the official work site on a scheduled basis each week.

  Telecommuting requires a signed contract between the employee and the College establishing the parameters of the work and alternate work site.

- **Telework** - telework is defined as a work arrangement whereby an employee is allowed to perform the normal duties and responsibilities of the position through the use of computers or other telecommunications, at home or another place apart from the usual place of work and is not required to report to the office each week.

  Telework requires a signed contract between the employee and the College establishing the parameters of the work and alternate work site.

### B. Break Periods

All full-time managerial/professional, classified staff, and contract/grant employees may be allowed (2) two break periods each day as long as the breaks do not interfere with established work schedules, deadlines, or priorities as deemed necessary by the supervisor. The break periods shall be for no more than fifteen (15) minutes during the first four (4) hour work period and fifteen (15) minutes during the second four (4) hour work period.

Break periods for less than full-time classified staff and contract/grant employees may be allowed as permitted by the immediate supervisor using a ratio of no more than fifteen (15) minutes for break per four (4) hours worked.

Break periods cannot be accumulated, added to lunch periods or scheduled leave, or used to cover late arrival or early departure from duty.