

# MANUAL OF POLICY

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**POLICY NUMBER:** II-8

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**POLICY TITLE:** Full-Time Professional Exempt Contractual, Professional Exempt Non-Contractual and Support Non-Exempt Personnel: Defining the Workweek

**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64


**DATE OF LAST REVIEW:** 6/21/2005, 6/19/2007, 7/21/2009 and 7/19/2011

**DATE OF BOARD ACTION:** 7/20/1981, 5/31/1983, 3/25/1986, 9/26/1989, 5/21/1996, 9/21/1999, 7/19/2001, 6/21/2005, 7/21/2009 and 7/19/2011

The administration will endeavor to develop work schedules that are reasonable and equitable. Assignments shall be made consistent with this objective.

- A. The minimum workweek for full-time professional exempt contractual (PEC), professional exempt non-contractual (PENC) and support non-exempt (SNE) personnel shall consist of 37.5 hours.
- B. The College President or designee may authorize or require flexible work schedules. Full-time PEC, PENC and SNE personnel may be permitted to work a four-day schedule based upon the needs of the area. Personnel authorized or required to work a flexible schedule, shall work a minimum of 37.5 hours distributed over no less than four (4) days.

See College Procedure 2828: Workday-Workweek (College Personnel) Shift Differential (Staff/ Non- Contractual)

	7/19/11
<b>CHAIRMAN</b>	<b>DATE</b>