

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2828

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**PROCEDURE TITLE:** Workday-Workweek Shift/Alternate Work Schedule for Non-Instructional Personnel

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** II-8 All Personnel: Full-Time Professional Exempt Contractual, Professional Exempt Non-Contractual and Support Non-Exempt Personnel: Defining The Workweek

**EFFECTIVE DATE:** November 6, 1979

**LAST REVISION DATE:** 07/21/09; 04/19/05; 06/09/2016

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## **I. PURPOSE**

To establish the workday, workweek for full-time Professional Exempt Contractual (PEC), Professional Exempt Non-Contractual (PENC) and Support Non-Exempt (SNE) employees also known as full-time Non-Instructional Personnel.

## **II. PROCEDURE**

A. The College's standard operating hours are Monday-Friday, 8 am – 4:30 pm. The workweek for full-time non-instructional personnel generally follows this schedule and includes one (1) hour for lunch. Workweek and workday variations may be necessary. Such variations are established at the direction of the supervisor and are based on the needs of the College.

### **B. Workweek**

The workweek consists of seven (7) consecutive days, starting at 12:00 a.m. Monday through 11:59 pm Sunday. Variations of the workweek may be established by the employee's supervisor to meet the needs of the department or division. The regular workweek for all PEC, PENC and SNE personnel consists of 37 1/2 hours.

### **C. Shift/Alternate Work Schedule**

Some departments within the College, either because of the nature of work or the organization of the department, have established second and/or third shift operations. The shift differential may be granted when an assignment will continue for one or more pay

periods. For qualifications that define and establish the difference between the shifts and information on rates compensation refer to Procedure 2831.

D. Holidays and Recess Periods (Procedure 2750)

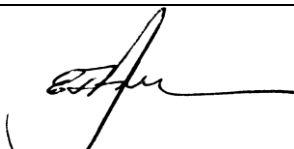
1. Holidays and recess periods designated are announced in Policy II-35: All Full-time Personnel: Holidays and Recess Periods.
  - a) PEC, PENC, and SNE personnel assigned the regular workweek, Monday through Friday, shall observe holidays and recess days designated in observance of holidays as announced in the Procedure 2750: All Full-time Personnel: Calendar.
  - b). PEC, PENC, and SNE assigned to an irregular workweek which includes Saturday or Sunday shall:
    - i. observe all holidays which fall on a regularly scheduled workweek.
    - ii. ignore recess days designated in the Procedure 2750: All Full-time Personnel: Calendar in observance of holidays which fall on Saturday or Sunday.
    - iii. be provided a substitute recess day in accordance with the schedule below by their supervisor for holidays/recess days which fall on their regularly scheduled days off.

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<b>Days Off</b>	<b>Holiday Recess Day Falls</b>	<b>Rescheduled Day(s) Off in Lieu of Holiday or Recess Day(s)</b>
Sun. and Mon.	Sun. or Mon.	Preceding Sat. or Following Tues.
Mon. and Tues.	Mon. or Tues.	Preceding Sun. or Following Wed.
Tues. and Wed.	Tues. or Wed.	Preceding Mon. or Following Thurs.
Wed and Thurs.	Wed or Thurs.	Preceding Tues. or Following Fri.
Thurs. and Fri.	Thurs. or Fri.	Preceding Wed. or Following Sat.
Fri. and Sat.	Fri. or Sat.	Preceding Thurs. or Following Sun.

2. Designated Recess Periods

- a) PEC, PENC, and SNE personnel assigned the regular workweek, Monday through Friday, shall observe recess days designated for Thanksgiving, Winter and Spring Recess Periods as adopted by the District Board of Trustees. b) PEC, PENC, and SNE personnel assigned to an irregular workweek, which includes work assignments on Saturday or Sunday, shall:
  - i. observe recess period recess days which fall within their regularly scheduled workweek as prescribed in the College Calendar.
  - ii. be provided a substitute recess day within the payroll period preceding or following the designated recess days for recess periods which fall on their regular scheduled days off.
  - iii. receive the exact number of rescheduled days off for recess periods that are authorized for personnel assigned to the regular workweek.
- 3. In all cases where the operation of the College requires that PEC, PENC, and SNE personnel work on holidays or any designated recess day(s) or period, Procedure 2652: Pay for Exempt Employees or Procedure 2651: Pay for Support Non-Exempt Employees shall be followed as appropriate.
- 4. Full-time employees must be in a pay status for the full day preceding and following the authorized holidays/recess days to establish eligibility for payment for any holiday/recess day(s) or period.

	
<b>PRESIDENT</b>	<b>6/09/2016</b>
	<b>DATE</b>