

CAMPUS HOURS AND EMPLOYEE SCHEDULES

SECTION ONE: CAMPUS HOURS

- 1.01** The College strives to be responsive to the needs and preferences of its stakeholders, which include students and partners as well as the citizens of the communities served by the College. One manner in which the College is responsive to stakeholder needs and preferences is by offering courses, college services, and campus events at convenient and appropriate times.
- 1.02** The College's normal operating hours for offices, programs, and services are 8:00 a.m. through 5:00 p.m. Monday through Friday.
- 1.02.1** The Academic Affairs division and the Community Services division may schedule course sections to begin and end on any day of the week and at any time of the day that meets the needs of students or employers.
- 1.02.2** The Student Affairs division may schedule student activities and programs on any day of the week and at any time of the day that meets the needs and preferences of students and student organizations as long as such scheduling is not substantially disruptive to the campus environment.
- 1.03** The College President or his/her designee may adjust the operating hours of the College in general or of specific administrative or instructional units of the College as necessary. The work hours of all employees are subject to assignment and reassignment by the College President or his/her designee at any time.

SECTION TWO: EMPLOYEE SCHEDULES

2.01 Full-Time Instructors

As professional employees (see *Regulation DN § 1.02*), the College depends on full-time instructors to maintain work schedules that meet the needs of students and the expectations of the College. In addition to their assigned teaching loads and the related work (see *DJ Regulation*), full-time instructors fulfill vital college functions such as curriculum and course design; continuous improvement of curricula, pedagogies, and courses; program review; support for student activities and other campus functions; service on college standing and ad hoc committees; service to their fields; and service to the community.

2.01.2 The College requires full-time instructors to post and maintain five (5) on-campus office hours each week of each semester for student appointments.

- (a)** Because student schedules are variable, each instructor should make a good faith effort to schedule his/her five on-campus office hours throughout the week.

- (b) Instructors should also provide directions for how students can schedule one-on-one appointments with the instructor at times other than posted office hours.
- (c) On a case-by-case basis to maximize student access to instructors, academic administrators may allow an individual instructor to substitute a limited number of his/her on-campus office hours for a proportional number of online office hours. The College expects instructors to be immediately available to interact with students during online office hours.

2.01.3 The College does not require full-time instructors to post and maintain office hours during the summer semesters. However, the College expects instructors teaching in the summer to (a) inform students how to contact the instructor outside of class meetings; (b) respond in a timely manner to student questions or concerns; and (c) when requested by a student, meet individually with the student by appointment.

2.02 Adjunct Instructors

The College expects each adjunct instructor to deliver the required contact hours for each course section the College assigns him/her to teach. For every hour of scheduled class or laboratory instruction, the College expects each adjunct instructor to spend an additional hour on tasks related to the course, such as planning and organizing the course, preparing necessary course materials and technology, documenting student learning and grading student assignments, assigning final grades, et cetera. Although the College does not expect adjunct instructors to post and maintain office hours, the College does expect adjunct instructors to (a) inform students how to contact the adjunct instructor outside of class meetings, (b) respond in a timely manner to student questions or concerns, and (c) when requested by a student, meet individually with the student by appointment.

2.03 Noncredit Instructors

The primary duties of all noncredit instructors are teaching, learning assessment, and supporting student success. Full-time noncredit instructors work 40 hours per week in all weeks during which the College is open throughout the calendar year. The College limits teaching assignments for a part-time noncredit instructors to 19.5 hours per week, which includes time spent on tasks related to the course in addition to time spent in class sessions.

2.04 Executive Employees

The College expects executive employees to work whatever hours are necessary to fulfill their responsibilities. Executive employees are exempt from earning overtime and compensatory time.

2.05 Administrative Staff

The College expects employees assigned to administrative staff positions to work whatever hours are necessary to fulfill their responsibilities; however, the work assigned to administrative staff positions typically requires 40 hours per week during the College's normal operating hours (see section 1.02 of this regulation). Administrative staff are exempt from earning overtime and compensatory time.

2.06 General Staff

Employees assigned to General Staff positions typically work during the College's normal operating hours (see section 1.02 of this regulation). The College will determine if each general staff position is eligible for overtime pay (i.e., hourly) or exempt from overtime pay (i.e., exempt) in accordance with relevant laws and regulations.

- If a general staff position is hourly, the employee in that position should obtain authorization from his/her supervisor before working overtime. For employees in hourly positions, the College does not include lunch time as compensated time.
- If a general staff position is exempt, the employee in that position should work whatever hours are necessary to fulfill his/her responsibilities; however, the work assigned to general staff positions typically requires 40 hours per week during the College's normal operating hours.

2.07 Clerical, Trades, and Labor Staff

The College pays clerical, trades, and labor (CTL) staff positions on an hourly basis. Full-time employees in CTL positions typically work 40 hours per week. Each supervisor of employees assigned to CTL staff positions will establish and communicate the work schedule for his/her employees. An employee in a CTL position should obtain authorization from his/her supervisor before working overtime. The College does not include lunch time as compensated time.

SECTION THREE: WELLNESS ACTIVITIES

3.01 Wellness Activities

The College encourages regular wellness or fitness activities targeted to an employee's improved health. The College authorizes employees to use on-campus exercise facilities and equipment as long as such use does not interfere with College activities, services, or programs. With approval from the employee's supervisor, an employee may use on-campus exercise facilities and equipment for a reasonable period of time during his/her scheduled workday providing this time away from work activities does not (a) interfere with the fulfillment of the employee's job duties, (b) impose a hardship upon other employees or students, or (c) result in hourly employees being paid for time spent engaged in wellness or fitness activities.

DJA
(REGULATION)

The Vice President of Business Affairs is responsible for reviewing and updating this regulation.
Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy
Tracking document.