WORK HOURS AND PAY REGULATIONS

PURPOSE: To establish and maintain standard work hours for Franklin Pierce College that satisfy both the needs of the College, with a combined salary and hourly payroll system, and that is in compliance with all Federal and State Wage and Hour Laws.

POLICY: The College workweek officially commences at 12:01 A.M. Sunday and ends at 12:00 midnight Saturday. Full-time is defined as 40 hours per week, and the regular work schedule is Monday through Friday, 8:00 A.M. to 4:30 P.M. with an unpaid half (1/2) hour for lunch daily. Time and one-half (1 1/2) is paid for hours worked in excess of 40 hours weekly by non-exempt employees.

DATE APPROVED: July 1, 2002

PRACTICES & PROCEDURES:

I. Non-Exempt Staff

A. General Information

1. All employees classified as non-exempt are hourly rated.
2. Any employee, but especially part-time and student employees, who may not be scheduled for the daily College thirty (30) minute break are required to take a minimum fifteen (15) minute break after five (5) consecutive hours of work.
3. Full time employees may use up to fifteen (15) minutes of paid break in the morning and up to fifteen (15) minutes for a paid break in the afternoon.
4. Work schedules in the Professional and Graduate Studies Division are fixed, but vary in accordance with the needs of the individual campuses.
5. Part-time work schedules may be established on a temporary basis, and will vary according to the needs of the department.
6. Employees may not work more than thirteen (13) consecutive days without prior authorization from the Director of Human Resources.

B. Maintenance Staff

1. The primary work shift is 7:00 A.M. to 3:30 P.M. However, rotation (approximately one (1) week out of every four (4) weeks) is required on an 8:30 A.M. to 5:00 P.M. shift. Both shifts include a fifteen (15) minutes paid break in the morning, an unpaid thirty (30) minute lunch break which is combined with the fifteen (15) minute paid afternoon break. Therefore, lunch is forty-five (45) minutes, thirty (30) minutes unpaid and fifteen (15) minutes paid.

2. Call-In and Call-Back work is required as necessary. See Section IV.

C. Environmental Services Staff

1. The primary work shift is 7:00 A.M. to 3:30P.M. In addition, there are a 5:00 A.M. to 1:30 P.M, and a 6:00 A.M. to 2:30 P.M. shift. All three shifts include a fifteen (15) minutes paid break in the morning, an unpaid thirty (30) minute lunch break which is combined with the fifteen (15) minute paid afternoon break. Therefore, lunch is forty-five (45) minutes, thirty (30) minutes unpaid and fifteen (15) minutes paid.

2. There are also two other shifts that run from 1:00 A.M. to 9:00 A.M., and 11:00 P.M. to 7:00 A.M. both of which include a fifteen (15) minutes paid break in the first half of the shift, a paid thirty (30) minute meal break which is combined with the fifteen (15) minute paid second half break. Therefore, meal is forty-five (45) minutes paid.

D. Campus Safety Officers

1. The work schedule for Campus Safety Officers consists of five (5) shifts: 7:00 A.M. to 3:00 P.M., 8:00 A.M. to 4:00 P.M., 4:00 P.M. to 12:00 Midnight, 7:00 P.M to 3:00 A.M., and 12:00 Midnight to 8:00 A.M. Shifts are rotating and work schedules may vary with the academic calendar and seasonal demands. The workweek may also vary from the normal workweek of five (5) eight (8) hour days to four (4) ten (10) hour days, depending upon the needs of the College.

2. All work schedules reflect required coverage on a twenty-four (24) hour, seven (7) day per week basis.

3. As all Campus Security Officers are required to be on-duty/on-call at all times during their scheduled shift, the required thirty (30) minute meal breaks must be paid time and it is included in the computation for overtime.

II. Exempt Staff

A. All exempt employees are salaried and are expected to work a minimum of forty (40) hours weekly. However, exempt employees are also expected to work additional hours as the need may arise.

B. If exempt employees are required to work on a College holiday, they may take an alternate day off, preferably within the same month.

III. Scheduled Overtime and Premium Time Worked

A. All non-exempt employees must be paid at the rate of time and one-half (1 1/2) for any hours worked in excess of forty (40) hours in the College

workweek, as defined in this Policy. All overtime work shall be budget approved and scheduled in advance if possible. However, supervisors should note that regardless of College regulations any overtime hours worked, with or without permission or direction, must be paid at the premium rate.

B. Time paid but not worked for scheduled holidays and Summer Hours, shall be included in the computation of overtime eligibility and pay.

C. Non-exempt employees shall be paid at the rate of straight time for all hours worked on a scheduled College holiday in addition to receiving their regular eight (8) hours holiday pay.

D. When the College has reduced services due to storm or other emergency, non-exempt employees shall be paid in the following manner

1. Services are reduced for full day

    a. Non-exempt employees who are required to work will receive pay for the hours worked and their normally scheduled hours for that day. Employees whose shifts begin at a time other than 8:AM will be paid for shifts that begin between 5 AM on the day in which the services are reduced and 4:59 AM on the following day.

    b. Non-exempt employees who are not required to work will be paid for the hours normally scheduled between 5 AM on the day that the reduced services begin and 4:59 AM on the next day.

2. Services are reduced for part of a day

    a. Non-exempt employees who are required to work between 8 AM and 4:30 PM will be paid for the hours worked plus the time between 8 AM and 4:30 PM that the College is closed.

    b. Non-exempt employees who work outside the hours of 8 AM and 4:30 PM may receive additional pay with approval of the Director of Human Resources. This will be determined by the campus situation at the time that the employee's shift begins or ends. If it is determined that the travel situation is extremely difficult, employees who report to work on time or who work to the scheduled end of their shift will receive additional pay equal to the time that reduced services were provided between 8 AM and 4:30 PM. If the employee arrives within 30 minutes of the scheduled beginning of his/her shift, the additional pay will be reduced by the minutes late. Employees who report more than 30 minutes late will not receive any additional pay.

    (Example: The College decides to reduce services at 3 PM because of severe weather. The Director of Human Resources

determines that the travel conditions at 11 PM are still extremely severe. Non-exempt employees who are required to report at 11 PM will receive an additional 1 and ½ hour pay if they report to work on time.)

c. Non-exempt employees who are not required to work during the hours of reduced services will be paid for the hours that they are normally scheduled to work.

IV. Call-In/Call-Back Work Time

A. Any non-exempt employee called back to work for an emergency, prior to the start of his/her next regularly scheduled shift, must be paid for a minimum of two hours. (Supervisors must note this on the time card.)

B. Any non-exempt employee alerted and requested to work unscheduled hours for snow removal or treatment of ice and/or snow conditions (when the College is NOT officially closed) shall be paid at straight time, except that all hours exceeding forty (40) in the College work week, as defined in this Policy, shall be paid at the rate of time and one-half.

V. Flex Time and Summer Work Schedule

A. If an employee requests to work different hours than those normally scheduled, they may be granted flex time provided doing so does not interfere with the effective functioning of the department.

B. Any change in a non-exempt employee's scheduled work hours requires prior supervisory approval. Supervisors are responsible for providing written notification to the Director of Human Resources.

C. The workweek during the summer months will be designed so that non-exempt employees will receive one and one-half hours of paid leave each week that they work. For employees regularly scheduled 8:00 – 4:30 Monday to Friday, this will be done by closing the offices at 3:00 P.M. on Friday. For other employees, this will be done by the Supervisor scheduling individuals so that the normal coverage is provided and each employee receives the one and one-half hour paid leave for the week. If this leave is not taken during the week, the employee is not paid for it and it is not cumulative. If the leave is taken during the week, the leave counts as “hours worked” for the overtime calculation.