

3358:11-5-07 Daily work schedule policy.

- (A) Exempt staff. The normal work schedule for exempt salaried staff is forty hours per week.
- (B) Non-exempt staff.
 - (1) The normal work schedule for non-exempt employees is 37.5 hours per week, because they forego morning and afternoon breaks, thus earning an additional half hour each full day on the job. As such, they are paid for forty hours per week.
 - (2) Non-exempt employees, (such as buildings and grounds staff) who take two fifteen-minute breaks each day work, forty hours per week.
- (C) Part-time staff members. The normal work schedule for part-time staff members is set by the immediate supervisor.
- (D) Compliance. The college shall comply with the Fair Labor Standards Act of 1938, as amended.

Effective date: 12/23/2016

Patricia M. Jezak
Certification

12/13/2016
Date

Promulgated under: 111.15
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