

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5223

TITLE: WORKWEEK – PROFESSIONAL STAFF AND CAREER SERVICE EMPLOYEES

BASED ON POLICY: 5.22 WORK SCHEDULES

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

I. Purpose:

To set forth the minimum weekly workweek requirement for all full-time professional staff and career service employees and to establish procedure and criterion for assignment of employees to various shifts

II. Procedure:

- A. The basic workweek requirement is 40 hours per week and shall be performed during the established work week period of Friday at midnight through the following Friday at midnight.
- B. The 40 hours of work assignment shall normally consist of five eight-hour work periods equally spread through the seven-day workweek, or as otherwise approved by the South Florida State College District Board of Trustees.
- C. The normal work period shall be 8 a.m. to 5 p.m., Monday through Friday, including a one-hour lunch break. However, to provide for the orderly and efficient operation of the College, some positions may have their work periods established at times other than this normal work period.
- D. The established work period for a week may be changed or revised as necessary with the approval of the appropriate vice president based on the following criteria:
 - 1. Assignment to different shifts is balanced in the areas of sex, race, and experience of employees.
 - 2. Concerns for individual health, safety, and morale are addressed.
 - 3. The schedule of professional staff and career service employees is regular and reasonably unchanging. To the greatest extent possible, employees

shall work the same hours each day and be informed of changes well in advance.

4. The College's human resources are used efficiently and effectively to accomplish assigned tasks, e.g., Friday work day shortened due to hours worked earlier in the same workweek.
 5. Fairness in dealing with employees of a same group is ensured.
 6. The effect of the proposed schedule on community relations is considered.
- E. Professional staff positions as identified as non-exempt in the salary schedule are ineligible for overtime compensation, overtime pay, or compensatory time off. Hours worked in excess of 40 in a workweek cannot be taken as compensatory time off at some later date.
- F. During emergencies, essential personnel shall report to work or continue working as directed, regardless of the employee's normal work period.

HISTORY: Last Revised: 10/6/20

Adopted: 5/17/85

Reviewed: -

Revised: 2/6/02, 6/1/05, 8/11/10, 10/6/20