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Chapter: Personnel

Modification No. 005

Subject: **Working Hours for Staff Employees**

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I. Normal Working Hours

A. The normal work day at the College consists of eight hours with thirty unpaid minutes allowed for lunch, for a work day encompassing eight hours and thirty minutes. The normal work week consists of five eight hour work days, unless a different workweek is established through a written alternative work schedule agreement. Unit administrators shall set the normal work day and normal work week for a unit and supervisors will set the schedule for each position in accordance with operational requirements. The Montgomery College work week for time reporting purposes begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday.

B. Supervisors may grant rest periods of fifteen minutes during each half day period of a working day. The immediate supervisor will arrange the appropriate times for rest periods for employees. The total amount of time used by an employee for his or her lunch break and rest period(s) may not exceed one hour per day. Shifts in excess of 12 hours shall be provided an additional 15 minutes rest period, and an additional unpaid meal period may also be provided.

Additional reasonable break time for nursing mothers will be provided for one (1) year after the child's birth in order for the employee to express milk. The immediate supervisor will arrange a place (other than a restroom) that is shielded from view and free from intrusion from coworkers.

C. Associate and support staff employees are generally employed for a specific work day. The College may, however, need to change the work hours of employees in order to meet changing requirements of the unit or College. Whenever such changes are required, the College will make an effort to implement changes with minimum inconvenience to the affected employees by, where operationally practical, providing at least twenty (20) work days notice of change in work hours intended to continue beyond ten (10) consecutive work days.

D. Flextime: An individual employee may request an alteration of the normally scheduled workday or work week. If an employee works in excess of the number of normally scheduled hours on a particular day, the employee may, upon approval by the supervisor, reduce a workday in consideration of the time worked on an hour-by-hour basis within the same work week. Nothing in this section shall be construed to permit compensatory time (excess hours worked carried over as time off from one work week to another).

E. Full-time administrators are expected to work the number of hours required to perform their assigned duties as management personnel, but not less than forty (40) hours per work week.

II. Alternative Work Schedules

A. Purpose

This work alternative is intended to help the College meet its operational requirements; recruit and retain excellent employees; provide more flexible work arrangements for eligible employees; and assist in the community effort to reduce outdoor air pollution and traffic congestion attributable to automobile travel. Alternative work schedules are a privilege which may be granted in accordance with the parameters outlined below. Given the potential impact on customer service and operational needs, it is unlikely that a staff member approved for an alternative work schedule would also be approved for telework per 32500CP. Determinations will be made by the administrative unit head and appropriate vice president, senior vice president, or chief of staff.

B. General

1. All alternative work schedule requests as outlined in number 2 and 3 below must be on the appropriate form that shall include length of time for which the alternative work schedule may be granted up to 12 months, the type of schedule requested, and the specific hours and days of work. In determining whether to endorse such a request, the administrative unit head, the appropriate vice president, senior vice president, or chief of staff must consider whether:
  - a. Service delivery to internal and external customers will be maintained;
  - b. Operational requirements will be met;
  - c. Adequate coverage for offices or operations will be maintained during normal periods of public service;
  - d. Satisfactory performance of the employee is evidenced by the most recent performance evaluation;
  - e. There will be a positive impact on the environment;
  - f. Increased employee engagement will be supported through improved work/life balance.
  - g. There will be any budgetary impact of such a request.
2. Associate and support staff may request alternative work schedules as follows:
  - a. four ten-hour days (alternative work schedule A)
  - b. four nine-hour days and one four-hour day (alternative work schedule B)
3. Exempt staff may also request eight nine-hour days and one eight-hour day for a two-week pay period (alternative work schedule C).
4. Once the administrators have endorsed such a request, it will be forwarded to the Office of Human Resources, Development, and Engagement for review. In the event the proposed work schedule does not comply with the procedure above, the Office of Human Resources, Development, and Engagement shall return the agreement with guidance regarding this procedure. Subsequent changes in schedule may be initiated at any time and made in accordance with I, C and II, B of this procedure. The Agreement will be subject to review and renewal no less frequently than annually, twelve months from the date the

arrangement began or was last renewed. Whenever there is a change in supervision, the unit will review and determine whether to continue all alternate work schedules.

5. Administrators shall only be eligible to request alternative work schedules during the months of July and August, and such requests must be made per the guidance and process outlined above.

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Administrative Approval: September 21, 1987; November 12, 1993; February 25, 2011; March 28, 2012; June 24, 2013.