

The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law (ARS 15-1445).

Definitions:

- **Workweek:** The college's standard workweek begins at 12:01 am on Sunday and ends at midnight the following Saturday.
- **Workday:** During the academic year the normal workday hours are 8 am to 5 pm, Monday through Friday, with a one-hour unpaid lunch period.
- **Standard Work Schedule:** The standard work schedule for all full-time employees is a 40-hour workweek consisting of five 8 hour days. Workday hours are 8 am to 5 pm, Monday through Friday, with a one-hour unpaid lunch period.
- **Summer Work Schedule:** The workday hours are 7 am to 5 pm, Monday through Thursday, with a 30 minute paid lunch period.
- **Modified Work Schedule:** Is a deviation from the standard work schedule for a full-time employee that includes working parts of each day, Monday through Friday in the office and/or involve working at approved sites other than the assigned work place/station during the workweek. **Alternate Work Schedule:** is a deviation from the standard work schedule for a full-time employee that includes working outside the normal workday/workweek at the assigned work place/station. Some employees may be required to work (non-traditional hours) night shift and/or scheduled to work Saturday/Sunday.
- **Assigned Work Place or Work Station:** A physical place on college property where the work of the employee's position is normally performed; does not include any place away from college property, unless assigned through an official process.

The definitions applicable to the Fair Labor Standards Act (FLSA) are:

- **Regular Full-time Employee:** A regular full-time employee is hired for an indefinite period of time and is scheduled to work 40-hours per week. Continued appointment is subject to satisfactory performance and availability of funding.
- **Regular Part-time Employee:** A regular part-time employee is hired for an indefinite period of time and is scheduled to work less than 40 hours per week. Employees in this category are classified either as: more than half-time (1/2) time, normally scheduled to work 25 hours per week; less than half-time (1/2) normally scheduled to work 19.5 hours per week. Continued appointment is subject to satisfactory performance and availability of funding.
- **Exempt Employee** as defined by the FLSA is a bona fide executive, administrative or professional position and is not subject to the overtime provision (employer is not required to pay overtime in excess of 40 hours per week).
- **Non-Exempt Employee** as defined by the FLSA is a position that does not meet the requirement necessary to qualify for exemption and is subject to overtime and minimum wage provisions of the Act (employer is required to pay overtime in excess of 40 hours per week).

5.140

WORK HOURS

5.140

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The college's business hours are 8 am to 5 pm, Monday through Friday. During the summer, the business hours are 7 am to 5 pm, Monday through Thursday. Each department and/or division must post office hours in their respective offices/buildings.

- The standard work schedule for all full-time staff employees is a 40-hour workweek consisting of five 8-hour days, with a one-hour unpaid lunch period. During the summer, the work schedule for all full-time employees is a 40-hour workweek consisting of four 10-hour days with a half-hour paid lunch.
- Individual staff employee schedules (including full-time, part-time and temporary employees) are determined by the supervisor to meet the needs of the department, in consultation with employees and with the approval of the appropriate administrator.
- Full-time faculty are recognized as professional employees whose work week often includes evenings and weekends. In addition to their work on campus, work that faculty complete off-campus in the performance of their duties is expected to be commensurate with an average of 40 hours of service per week. Instances of faculty members not adequately performing their responsibilities will be addressed on an individual basis by the professional judgment of the appropriate supervisor.
- Faculty office hours and any changes in office schedules must be approved and reposted by the appropriate associate dean. Faculty office hours must be posted at a place on campus, readily accessible to students, prior to the start of each new term. These schedules are to be forwarded when completed each term to the Vice President and President.

Those employees who are absent from their assigned work station because of business necessity must post alternate contact information while away.

Accounting of Hours

Due to the nature of exempt positions, work beyond the standard workweek may be required to meet legitimate business needs. The workweek for full-time regular exempt employees is 40 hours; however, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours.

Each week, all employees are expected to account for the full number of hours in the assigned work schedule through hours worked or authorized leave. Exempt employees must obtain approved leave for absences of four hours or more per week. Non-exempt (hourly) employees must obtain approved leave for absences of 30 minutes or more.

Rest Periods

Rest periods (breaks) are privileges subject to the needs of each department. Rest periods of short duration not to exceed 15 minutes will be permitted during each half day of work. These rest periods will be considered compensable work time. Unauthorized extensions of rest periods will not be counted as hours worked.

Rest periods shall not be used to reduce the length of the workday, or to cover late arrival to work or early departure, nor may they be accumulated if not taken. The workday may not be shortened by working through rest periods.

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*References: ARS 15-1445
29 U.S.C. 213, The Fair Labor Standards Act*

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An employee's standard, approved schedule may vary with the particular needs of the department. A deviation from the standard work schedule that includes scheduled hours and/or location may be approved. Requests for telecommuting must be approved through the designated procedure.

Modified work schedules may be approved on an episodic basis by the supervisor. If an employee's standard work schedule must be modified for a period longer than 30 days, the supervisor must consult with the appropriate administrator for approval. Requests and approvals must be in written form. A copy of the approved work schedule change will be kept on file in the human resource office.

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Faculty Load Hours

The unit used to measure a faculty member's instructional workload and payment is based on this calculation. Load hours are determined according to the following formula:

- One (1) hour of lecture = One (1) load hour
- One (1) hour supervising laboratory = Seven-tenths (.7) load hour
- Forty-five (45) clock hours of supervisory clinical, internship, externship = Seven-tenths (.7) load hour

Full-Time Faculty Load

The instructional load for full-time faculty in any given academic year (fall and spring semesters) is not less than 15 load hours per semester, dependent upon teaching assignments. Normal load (30 load hours for 9-month faculty, 36 load hours for 12-month faculty) is established for each full-time faculty member at the beginning of each semester by the respective associate dean or program director. Required load is indicated on the MCC Faculty Load form for agreement by the associate dean of instruction or program director, and the faculty member, before submission to the Dean of Instruction.

Adjunct Faculty Load

The teaching load for adjunct faculty shall not exceed 9 load hours per term of appointment.

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Supervisor's Responsibility

1. Create a standard work schedule for each employee that adheres to existing policies and procedures, which allows for adequate staffing during the college's business hours.
2. Adhere to existing policies and procedures, determine and initiate modified work schedules as needed.
3. Monitor employee weekly work to ensure compliance to existing schedules.
4. Counsel, coach and/or discipline any employees who are non-compliant with established schedules and assignments.

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