



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> WORK WEEK	<b>Number:</b> 6.17	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1012.82	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 11/7/84, 3/9/88, 10/19/88, 10/22/02, 3/25/03, 10/25/05, 10/25/11	

### **Administrative, Professional & Career Service Personnel**

The standard work week for full-time administrators, professionals, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday.

The standard work week for full-time administrators, professionals and career service employees during the summer term shall consist of 36 scheduled work hours to be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

### **Instructional Personnel**

The standard work week for faculty, counselors, and librarians is set forth in Board Policies 4.04, 4.05 and 4.06.

### **Flexible Scheduling**

The 37.5 work week is flexible to include some night and/or weekend work as arranged through the appropriate supervisor.

### **Overtime**

The job description for each position in the college designates whether the position is non-exempt or exempt. The classifications are based on federal guidelines. Non-exempt employees are eligible for overtime pay. The President, or the President's designee, must approve overtime in advance.

The Chief Business Officer will publish the specific procedures for overtime pay.