

06:08:01:01 DSCC Regular Work Hours Policy

Purpose:

The purpose of this policy is to establish a regular work schedule for Dyersburg State Community College full-time administrative and support staff employees.

Scope:

This policy applies to all full-time administrative and support staff employees.

Policy:

A. All administrative and support staff employees of DSCC who are considered to be full-time shall work a minimum of 37.5 hours per week throughout the year.

1. This work schedule shall include a one hour lunch/meal break and shall recognize the existence of up to two fifteen minute miscellaneous breaks during each work day as work flow permits.
2. For purposes of calculating the hours worked each week, lunch/meal breaks shall not be counted as “time worked” but miscellaneous breaks shall be counted.
3. Specific College office hours shall remain at the discretion of the president. Normal working hours are 8:00 AM to 4:30 PM and can be amended with flex time which must be approved by the immediate supervisor, the appropriate Vice President, and the President per DSCC Policy 06:08:02:00. The only exception to these normal working hours are for maintenance and custodial staff. Normal working hours for these employees are 7:00 AM to 3:00 PM for 1st shift and 3:00 PM to 11:30 PM for 2nd shift working either Monday through Friday or Tuesday through Saturday.

B. The official work day will be 7.5 hours; and therefore, all attendance records, time sheets, leave records, payroll documents and other record keeping instruments shall be kept only in hours and tenths of hours reflecting the actual hours worked each day and week. In most cases, these should indicate 7.5 hours per day and 37.5 hours per week. Other documents, such as employee recruiting materials, orientation sessions, and comparative salary studies, should reflect this workweek.

1. The following schedule of tenths of hours shall be followed in the documenting of time worked per day:

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a. .1 hour	1 – 6 minutes
b. .2 hours	7 – 12 minutes
c. .3 hours	13 – 18 minutes
d. .4 hours	19 – 24 minutes
e. .5 hours	25 – 30 minutes
f. .6 hours	31 – 36 minutes
g. .7 hours	37 – 42 minutes
h. .8 hours	43 – 48 minutes
i. .9 hours	49 – 54 minutes
j. 1.0 hours	55 – 60 minutes

Compliance:

All Dyersburg State Community College full-time administrative and support staff employees are expected to adhere to this policy.

Definitions:

N/A

Revision History:

Policy approved by Administrative Council on 5/30/2014. Amended in March, 2018 and approved by Administrative Council on March 26, 2018.