

Hours of Work

OPERATIONAL POLICY STATEMENT

Yavapai College maintains operational hours to meet the needs of the communities and students served by the district. As part of that schedule, the College has developed regular working hours, conforming to federal and state mandates regarding employee work hours and pay. Flexible work scheduling is encouraged to accommodate operational needs of the College and employee needs.

PROCEDURE

Workweek: The College's workweek is 12:00 a.m. Saturday to 11:59 p.m. on Friday.

Weekend Hours: Any hours from 12:01 am on Saturday morning through 11:59 pm on Sunday evening.

Full-time Non-Exempt Employees

1. **Breaks:** Employees who work an 8-hour day will generally receive a one hour, unpaid lunch break around the middle of the employee's scheduled work day but in all cases should receive a minimum one-half hour unpaid break. The supervisor has discretion for authorizing short paid breaks, consistent with work schedule and requirements.
2. **Shift Differential:** Staff employees working 3 or more hours between the hours of 12:00 am to 8:00 am Monday through Friday and during any weekend hours are eligible for a 10% shift differential. Hours are designated on the employee time sheet as shift 2 hours, and are approved by the supervisor. Shifts eligible for differential pay are not guaranteed shifts. Work schedules are developed by supervisors to meet organizational needs.
3. **Adjusted Work Schedules (Flextime):** Arrangements may be made between the supervisor and employee to rearrange the normal work hours of the week to meet the operational needs of the department and the personal needs of the employee. Flextime is used, for example, when the employee is required to work extended hours on a given day and is then authorized time off on another day in the same workweek. If an employee is not able to take time off or work extra hours within the same week, the employee must charge appropriate leave time or be paid overtime as appropriate.

An employee who is absent from work based on personal need may be authorized by the supervisor to make up the work time in the same work week in lieu of taking leave time or charging leave without pay. The absence and the adjusted work schedule will be documented by the supervisor. Actual hours worked must always be entered onto the timecard.

- Overtime: All hours over normal workweek hours MUST be approved in advance by the direct supervisor.** Employees will be compensated at their base rate of pay up to 40 hours and at one and one-half (1.5) times their base rate of pay for time worked over 40 hours in a work week. **Compensatory time off is not allowed in lieu of pay for overtime worked.**

Holiday, vacation, sick leave, and other paid leave time will not be included as hours worked in the calculation of overtime.

While this operational policy requires that overtime must be approved in advance, an employee must be paid for all hours actually worked whether specifically authorized or not. Employees who work overtime without the proper advance authorization may be subject to corrective action up to and including termination.

- Conference Attendance:** Attendance at conferences, meetings, training programs, and similar activities are considered hours worked if participation is required, as is associated same-day travel time. Travel time associated with overnight travel that cuts across the employee's regular work hours on either a regularly scheduled or a non-working day is considered hours worked. In addition, travel during non-work hours may be considered work time if the employee is actually performing work while traveling.

Please see Related Information section below for examples.

- Summer Hours:** Employees required to work more than 36 and up to 40 hours a week during the summer will receive shift differential for hours worked over 36 and up to 40. If hours are worked beyond 40 in a workweek, over-time pay as outlined in item 4 above will be applied.

Part-time, Seasonal and Student Employees

Operational Policies related to breaks, over-time, adjusted worktime, and conference attendance above apply to part-time, seasonal and student employees. Shift differentials are not available for this group.

Exempt Employees

The supervisor may authorize an employee to rearrange the weekly work hours in a way that meets the operational needs of the department and the personal needs of the employee. It is assumed that all exempt employees will include as part of their regular workweek additional work time outside of normal work schedules to handle short-term projects, address organizational needs, and to satisfy weekly work requirements. Shift differential, overtime, conference attendance, and summer hour policies to do not apply to exempt employees.

RELATED INFORMATION

Please refer to [Department of Labor Opinion Letter FLSA 2018-18](#)

OPERATIONAL POLICY HISTORY

Formerly Policy 2.2.2, Adopted 1/25/2000

Revised 1/4/2010

Revised 8/15/2011

Renumbered to Policy 2.02 in 10/2014

Revised 5/4/2018

Revised 12/10/2019

Revised to “Operational” Policy 3/5/2021
