



Employee Hours of Work and College Calendar Policy	Employee
	Effective Date: January 14, 2019
	Approved Revision Date: January 14, 2019

- (1) College Calendar. The Executive Team will approve annually a fiscal year calendar which specifies school days; planning, development and training days; holidays; College breaks, etc.
 - (a) Holidays celebrated each year will generally include the following holidays:
 - (i) January 1, called New Year's Day;
 - (ii) the third Monday of January, called Dr. Martin Luther King, Jr. Day;
 - (iii) the third Monday of February, called Washington and Lincoln Day;
 - (iv) the last Monday of May, called Memorial Day;
 - (v) July 4, called Independence Day;
 - (vi) July 24, called Pioneer Day;
 - (vii) the first Monday of September, called Labor Day;
 - (viii) the fourth Thursday of November, called Thanksgiving Day;
 - (ix) December 25, called Christmas
 - (b) If a holiday falls on a Sunday, then the following Monday may be the holiday. If a holiday falls on a Saturday, then the proceeding Friday may be the holiday.
 - (c) If a holiday occurs on a salaried employee's regularly scheduled day off, the employee may, with the approval of their supervisor, observe the holiday by taking off up to eight hours off on another regular work day during the same work week.
 - (d) The Executive Team may also provide for College breaks such as Fall Break, Thanksgiving Vacation, Christmas Vacation/Winter Holiday and Spring Break in order to align the college's schedule with the Washington County School District and Dixie State University.
 - (e) Full-time salaried employees receive full pay during holidays and College breaks, while other employees only receive pay for hours actually worked.
 - (f) The calendar shall be presented to the College Board of Directors and published on the College's website.
 - (g) Certain Salaried full-time employees, such as Security, Maintenance and Custodial employees, may be required to work limited hours during holidays and College breaks. When such an employee is required to work during a holiday, they shall be provided compensating time off on another date. The College may, in the discretion of the Executive Team, provide compensating time off when such employees are required to work during a College break.
- (2) Business Hours. Except as set forth in the College Calendar or when directed by the College President, the College shall be open for business from Monday through Friday. Regular business hours shall be set by the Executive Team.
- (3) Standard Work Week. The standard work week begins at 12:00 a.m. (midnight) on Sunday and ends at 11:59 p.m. at the end of the week on Saturday.
- (4) Types of Employee Schedules. For the purposes of determining hours of work, the following classifications shall apply:
 - (a) Full-time salaried employees are benefit eligible employees that are expected to work each week throughout the year with the exception of holidays, College breaks as set forth above, paid vacation days as indicated in the Vacation Leave Policy and Procedures, and paid sick

time as indicated in the Sick Leave Policy. When calculating hours worked each day, time allowed for lunch should not be counted.

- (i) 1.0 FTE Full-time salaried employees are benefit eligible employees that work 40 hours per work week.
 - (ii) .9 FTE Full-time salaried employees are benefit eligible employees that work 36 hours per work week.
 - (iii) .8 FTE Full-time salaried employees are benefit eligible employees that work 32 hours per work week.
- (b) Part-time hourly employees are scheduled to work based on job requirements and may not work more than 28 hours in a work week, except with the consent of their Budget Executive. In no event may a Part-Time hourly employee work more than 1,456 hours in any 12 month period. Part-time hourly employees are not eligible for benefits, and do not receive pay for holidays, College breaks, sick leave, or vacation leave.
 - (c) Full-time hourly employees are scheduled to work hourly based on job requirements and may not work more than 40 hours in a work week, except with the consent of their Budget Executive. Part-time hourly employees are not eligible for benefits other than single coverage health insurance, and do not receive pay for holidays, College breaks, sick leave, or vacation leave.
- (5) Work Schedules. For work days:
- (a) The work schedule for faculty and hourly employees is determined by their supervisor in order to meet college needs.
 - (b) Full-time salaried employees other than faculty shall work in accordance with a schedule established by the Executive Team, except when:
 - (i) Flex Time has been approved; or
 - (ii) The employee's position requires an alternative work schedule, as determined by the employee's supervisor.
 - (c) Employees are required to be on campus when they are scheduled to work, other than for short periods of time when engaged in College business or when off-campus work is approved by the employee's Budget Executive, or the College President.