

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 503.041: Administrative Work Hours

In order to meet the needs of our students and our community, specific hours and days of operation are established for each Division and Department of the institution based upon the area of service and function. In the event that an office or area of the College operates outside of the typical workday, flexible schedules will be established by the supervisor, with appropriate approvals, and must ensure the needs of the College.

Full-time regular staff employees are expected to work a minimum of 40 hours per week unless on an approved leave or otherwise approved by the President.

Part-time regular staff employees may work up to 29 hours per week, not to exceed 129 hours per month. Part-time schedules will depend upon the needs of the department or function of the position.

The College’s workweek is defined as 7:00:00 a.m. on Monday through 6:59:59 a.m. the following Monday.

## Remote Day

The College President may designate a College-wide teleworking day in which the campus locations are closed, but the College is open for online services. Each supervisor is responsible for ensuring their employees understand the responsibilities, duties and expectations of a remote day depending on the needs of each Division and Department.

* Unless otherwise approved by a supervisor, the standard working hours for a remote day is 8:00 am – 5:00 pm with an hour lunch period.
* Non-exempt employees must ensure the timesheet is appropriately documented.
* Employees who wish to use leave on a remote day must follow the normal leave requesting procedures.
* For employees in positions that are unable to transition online, supervisors are encouraged to allow self-guided professional development opportunities.
* Work performed on a remote day must directly relate to the employee’s primary position or serve as professional development and must be sedentary in nature.
* Remote days will not serve as an option for College closings due to adverse weather.
* The employee is responsible for maintaining a remote office and technological environment that maintains the security and confidentiality of College and student information.
* For employees who do not typically work remotely, please refer to Procedure 503.041 Teleworking for Staff Employees for further guidance.

## Definitions:

Adjusted Work Week - under special circumstances, a non-exempt employee may be required to work in excess of the normal workday and may be required to take time off during the same workweek at the rate of hour for hour to avoid working over 40 hours in a workweek.

Alternative Work Schedule for Staff (AWS-S) - a one-time or re-occurring deviation from a standard work schedule for an employee that ensures coverage and appropriate production as long as the employee works at least their appointed number of hours per week.

Compressed Work Week - a flexible work schedule arrangement that enables an employee to work longer days in exchange for a shorter workweek. For example, an employee may work four ten-hour days with no work on the fifth day.

Flexible Schedule – any combination of work hours that ensures coverage and appropriate production as long as the employee works at least their appointed number of hours per week.

Hours Worked - all time the employee is required to be at a prescribed workplace and all time during which the employee is permitted to work.

Leave Status - time spent in leave status, either paid or unpaid, is not considered hours worked and therefore does not contribute to a 40 hour week in regard to overtime.

Lectures, Meetings, and Training -when an employee is required to attend job related lectures, meetings, training programs, etc., such time spent in the program should be considered work time. Out of town travel to the program shall also constitute work time. For activities requiring overnight stays, the workday ends at the conclusion of the scheduled activities.

Meal Periods - a bona fide meal period of 30 minutes or more which occurs during the scheduled workday is not hours worked if the employee is completely relieved from duty for the purpose of eating a meal.

Rest Periods - one morning and one afternoon rest period of no more than 15 minutes each are permitted and will be counted as hours worked. Rest breaks shall not be used to allow an employee to come in late, to leave early, or to extend the lunch period.

Teleworking for Staff Employees – a flexible work arrangement in which supervisors permit employees to perform pre-approved job duties away from the central workplace, in accordance with the same performance expectations and other approved or agreed-upon terms.

Travel Time - home to work travel or vice versa is not working time. All time spent traveling on one-day assignments or required by the College is considered time worked regardless of the time of the day or day of the week.

Remote Day – a predesignated College-wide teleworking day for all employees.

Pursuant to Board Policy 503.041, this procedure must be followed when dealing with Administrative Work Hours at the College.

Owner: Executive Director Human Resources and Organizational Development

Updated: November 17, 2021