



College of The Albemarle Procedure

Procedure Number: 3-16.1P

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Title: Workday, Workweek and Workload

Related Policy and Procedures:

Division of Responsibility: Division of Learning

May, 1995; February, 2003;

July, 2003; April, 2006

August, 2015

January, 2021

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision

It is the policy of College of The Albemarle to develop an institutional faculty teaching/workload and compensation procedure within the parameters of the North Carolina State Board of Community College guidelines.

Administrative Responsibilities

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

PROCEDURES

Non-Exempt Non-instructional Personnel

1. For most non-exempt positions, the workday, generally, is from 8:00 a.m. to 4:30 p.m. Monday through Friday. The nature of some positions may require other arrangements: in these cases, the hours of work will be specified before employment begins or will be negotiated with the employee if a change is desirable during employment
2. Meal Period is 30 consecutive minutes.
3. Established Workweek: The seven consecutive twenty-four hour periods beginning 12:01 AM Sunday and ending 12:00 midnight Saturday.
4. Overtime: The hours actually worked in excess of 40 by a non-exempt employee during the established workweek.



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5. **Hours Worked:** All the time that non-exempt personnel are required to be on duty or at a prescribed workplace, and all the time during which such employees are permitted to work away from the prescribed workplace. In determining the number of hours worked by an employee within a given week, time spent on vacation, sick leave, and holidays will not be counted as time worked. Only time worked during the employee's usual schedule or with the expressed authorization of the supervisor will be considered working time.
6. **Overtime Pay:** Monetary compensation at the rate of 1-1/2 times the non-exempt employee's regular rate for all hours worked in excess of 40 during the established workweek.
7. **Compensatory Time:** Leave with pay at the employee's regular rate granted to a non-exempt employee at the rate of 1-1/2 hours times the number of hours worked in excess of 40 during established workweek. With prior approval from the supervisor and respective Vice President/Dean it may be necessary for non-exempt personnel (i.e.—maintenance, custodial, clerical, and paraprofessional staff) to work beyond normal work times (i.e. graduation, registration, storms, mechanical breakdowns). In such cases, employees may take time and one-half off within the same or subsequent pay period.
8. If compensatory time is taken during the same week that extra hours are worked, it will be taken at the rate of one hour off for each extra hour worked. If compensatory time is taken in other workweeks, it will be taken at the rate of 1-1/2 hours off for each hour worked.
9. Compensatory time accrued must be taken within 30 workdays or the employee must be given overtime pay for each hour of compensatory time past the 30 day work period.
10. **Flextime:** Flextime schedules are established between an employee and his/her immediate supervisor. Approval of flextime will be made in the best interest of the institution. Typically, schedules are established between the hours of 7:30 a.m. and 6 p.m., providing thirty minutes for lunch.
11. Maintenance, custodial, clerical, and paraprofessional employees shall record hours worked on the prescribed form and forward the form to the Business Office by the 5th working day of the following month.



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Summer Schedule

The summer operational schedule will be set at the discretion of the President. A flexible summer work schedule may not always be permissible for college operations. Decisions regarding the summer schedule will be determined by student enrollment demands, budgetary considerations, facility efficiencies and what is in the best interest of the college to serve the seven counties in northeastern North Carolina.

Exempt Non-Instructional Personnel

The standard minimum full-time load for exempt non-instructional personnel is 40 hours per week. Job responsibilities may require additional hours per week. Exempt employees are paid on a salary basis and are not eligible for overtime pay. Professional employees shall record leave taken on the prescribed form and forward the form to the Business Office by the 5th working day of the following month.

Instructional Personnel

Faculty members are professionals who perform numerous tasks to deliver high quality instruction and champion student success. Faculty members develop, prepare and teach classes; evaluate student learning; assist students in attaining course objectives; create a learning environment either face to face or online; advise students; respond to phone calls and emails regarding students or community partners; participate in departmental, divisional and system-wide activities, committees and work teams; engage in professional development for content and teaching currency; are available to students and supervisors for work-related duties; and perform other duties as assigned or requested. Given the diversity of offerings at the College, there is no single formula for equating the work of all types of instructional personnel.

A teaching schedule shall be assigned to each faculty member prior to the start of each semester. Each instructor shall be available to teach classes as assigned based on the needs of the program and enrollment. Alterations in the assignments may be made to ensure student needs are met, faculty loads are equitable, and efficiency in scheduling is achieved. Changes may be made based on course enrollment, number of course preparations, new course development, and concurrent classes. Changes to a teaching schedule shall be approved by the Academic Dean.



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The information that follows is designed to acquaint all professional faculty members with the guidelines and modifying factors which apply to their positions:

1. In general, the workload will be satisfied on an annual average during the full academic year. It will consist of activities included on the job description for Full-Time Faculty.
2. Approval of the faculty members' workloads (including office hours) shall be the responsibility of the supervising Academic Dean and the Vice President of Learning, with the Vice President of Learning having final approval.
3. The following guidelines are used in arriving at the combination of activities which will comprise individual workloads:

Instructional **category faculty** contact hours:

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| (a) | A.A., A.F.A., A.G.E., and A.S. | 18-20 contact hours per week |
| (b) | A.A.S. and Developmental (lab hours less than 60%)* | 18-21 contact hours per week |
| (c) | A.A.S. (lab hours 60% or more)* Certificate/Diploma | 21-28 contact hours per week |

*A.A.S. lab hour percents are computed as follows:

(The Core Courses for a program of study are identified. Program Core Courses are defined by the NCCCS Curriculum Standards and are the courses which are typically unique to that program of study.)

- (a) Total the number of contact hours for all core courses.
 - (b) Total the number of lab hours for all core courses (Clinical hours are specifically excluded)
 - (c) Divide the Total Lab Hours by the Total Contact Hours to arrive at the Lab Hour Percent
4. A faculty member who teaches in two or more instructional categories shall be subject to the contact hour requirements of the category with the lowest required hours provided that at least 25% of the faculty member's load is outside his/her primary assignment(s).



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5. Courses with the prefix ACA and/or WBL, or courses below the 100 level are not counted as being outside the faculty member's primary category.
6. On Campus Office Hours: No less than eight (8) posted hours per week and during hours when students are present
7. Full-time faculty members have first priority over adjuncts for teaching summer courses.
8. Other responsibilities of faculty members include:
 - a. Participation on a College Committee
 - b. Club advisement
 - c. Adjunct faculty mentoring or coordination
 - d. Program planning (UAP)
 - e. Graduation preparation and attendance
 - f. Participation in Convocation Day and professional development sessions
9. The activities comprising the workload of Department Chairs and Program Coordinators may be adjusted downward from the above guidelines to recognize his or her additional administrative duties over and above the receipt of supplemental pay.

Overload Pay

At those times when a full-time faculty member's workload will exceed guidelines listed above on average for the year without an offsetting reduction in the other activities listed in the above guidelines, then he or she may be compensated for the overload contact hours at the adjunct faculty rate. Overload pay will be based on total workload, not just instructional hours. Extenuating factors may include number of students taught (at 10% point and student completers), number of preparations, instructional travel that is required of instructor, lab preparations, curriculum development, and distance education variables. Overload pay requires prior approval from the Academic Dean and the Vice President of Learning.



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Administrative Personnel as Instructional Faculty

Full-time administrative personnel are not given additional compensation for performing instructional duties when those duties occur during regular work hours. Administrative personnel and other personnel may receive additional compensation for teaching curriculum or continuing education courses if the extra assignment does not interfere with their regular duties and if the additional compensation is approved by the appropriate Vice President/Dean.

Adjunct Curriculum Instructional Personnel

One source utilized by the college to achieve its educational objectives is the employment of adjunct (part-time) faculty whose skills and teaching ability qualify them for classroom and laboratory leadership as effective teachers.

Adjunct faculty members are ~~is~~ expected to possess the same credentials and levels of excellence in training, education, experience, and performance that are established for full-time faculty of the college. Adjunct faculty may be employed only after qualified and full-time faculty members are ~~is~~ fully scheduled.

To promote institution-wide quality of course content in specific class offerings, curriculum adjunct instructors are assigned a full-time faculty contact person who is required to coordinate with the adjuncts prior to the beginning of their semester of employment or first week of employment to initiate (telephone, email, correspondence, personal conversation) the interaction. Department Chairs are not necessarily to be excluded from this process; however, the primary emphasis of this policy is to form an association between the adjunct instructor and a full-time faculty member. In most instances, this individual is a full-time faculty member who teaches the same course that the adjunct faculty member is currently teaching.

The duties of adjunct faculty include the following:

1. Provide instruction in accordance with the stated purpose and mission statements of the college.
2. Give instruction in classes to establish course syllabi, the description in the college catalog, and the class procedure for the first day. procedures, and attendance.



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3. Inform students concerning college course requirements, course evaluation Evaluate student performance in accordance with course objectives and published schedules.
4. Assist students with study problems and in evaluating their potential for successful achievement in fields familiar to the instructor, especially those in his/her career and vocational areas.
5. Maintain accurate attendance and scholastic records of students and submit required reports according to published deadlines.
6. Attend meetings when requested.
7. Teach full class periods when scheduled.
8. Submit a copy of the final examination to the immediate supervisor by the end of the current semester if not using the standard or divisional exam.
9. Establish one hour of availability per course to students and inform them of time and location. Adjunct instructors are expected to be available to students for purposes of academic assistance at specific times other than the regularly scheduled class. A schedule of these times is to be given to students and a copy provided to the appropriate supervisor. Adjunct instructors who teach distance education courses are expected to provide students with information on availability, and adhere to this commitment.