



College of The Albemarle Procedure

Procedure Number: 3.1.3.3

Pages: 1 of 2

Title: Full and Part-Time Non-Instructional Working Hours

Related Policy: Policy 3.1.3 Employment Classifications and Working Hours; Policy 3.1.4 Compensatory Time

Division of Responsibility: Human Resources

I. FULL-TIME, NON-INSTRUCTIONAL EMPLOYEES

The College's administrative offices are open for business hours from 8:00 a.m. to 4:30 p.m., Monday through Friday. Other hours of operation may exist to meet customer needs.

A. Exempt Employees

1. Full-time, non-instructional employees who are exempt from the Fair Labor Standards Act ("Act") may also be required to perform work over and above their assigned forty (40) hour work week when such duty is determined to be in the College's best interest.

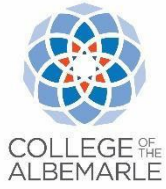
B. Nonexempt Employees

1. Nonexempt college employees will be assigned, in writing, a standard forty (40) hour work week by their immediate supervisor. The immediate supervisor will keep a copy of the assignment and one copy will be filed in the employee's personnel file. Employees will be required to keep and complete weekly timesheets.
2. The College will not pay overtime compensation to nonexempt employees who work in excess of forty (40) hours per week. In approved instances, the College shall, however, provide compensatory time in lieu of overtime pay. Non-productive time off such as vacation, holiday, inclement weather, bonus and sick days will not be counted as actual time worked for the purpose of calculating compensatory time. Furthermore, when a nonexempt employee works more than one (1) nonexempt job for the College, any compensatory time will be calculated based on the combined hours worked.

See Policy 3.1.4 Compensatory Time.

II. PART-TIME, NON-INSTRUCTIONAL EMPLOYEES

Part-time, non-instructional employees shall not work in excess of twenty-nine (29) hours per week unless there are special circumstances requiring the extended hours for a short duration of time. Work in excess of twenty-nine (29) hours per week requires written authorization from the supervisor.



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Legal Reference: The Fair Labor Standards Act of 1938

June 13, 2023

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N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision