

Hours of Work and Overtime Q&A

Who decided this?

The Cabinet approved these changes after assessing the administrative challenges of maintaining multiple timekeeping systems. The Contract Alternatives Committee provided recommendations and feedback throughout the planning and decision process.

Who is affected?

All hourly and Administrative employees are impacted by the hours change, while the overtime change only impacts hourly employees.

Why is this changing?

These changes represent a move towards consistent employment practices across all employee groups and College departments. All non-faculty employee schedules will be built around a 40-hour work week. This standardized work week aligns with the Fair Labor Standards Act (FLSA).

When will the changes start?

The College scheduled these changes to coincide with the Go-Live date for Workday Human Resources/Payroll on January 1, 2015. The payroll system is set up to process your earnings according to these policy terms.

What is the benefit to students?

Some departments can use this new standard work week to maintain or enhance customer service levels to students and other customers.

What is the benefit to me?

If you are hourly and your current schedule is 38.75 hours per week, you will earn additional pay for approximately 65 hours of work per year.

What is the benefit to the College?

These changes represent a move towards consistent employment practices across all employee groups and College departments. All non-faculty employee schedules will be built around a 40-hour work week. This standardized work week aligns with the Fair Labor Standards Act (FLSA). In the long run, we anticipate fewer timekeeping errors under these new policies, which will result in more accurate pay checks and recordkeeping. Not only can the College realize greater administrative efficiencies, we have the opportunity to replace the time spent on re-work with enhanced services to employees.

How will I report vacation and sick time? Am I losing paid time since my current balances are for a 7.75-hour day?

You should report your time off according to the 8-hour work day, and you will not lose any days of paid time off. Your leave balances (vacation, sick, personal and/or floating holidays) will be adjusted as of January 1 to total the same number of days remaining in the fiscal year.

For example, if your vacation (or non-contract) balance on December 31 is 89.125 hours, or 11.5 days, your January 1 balance will be 92 hours (11.5 days X 8 hours).

Hourly Employee Questions

Will I be paid two times my regular hourly rate for mandatory or unscheduled overtime?

You are eligible for an overtime rate of 2 times your hourly rate if your supervisor notifies you the same day that you are required to work beyond your normal work hours. The reason for this type of overtime is a situation that either creates an unsafe environment at one or more College campuses or prevents the College from delivering essential services.

The College will pay an overtime rate of 2 times your hourly rate for any hours over 12 in a work day, and you are paid 2 times your hourly rate if you work on a holiday or on a day that the College is officially closed for winter shutdown.

Do I need to start 15 minutes earlier each day? 15 minutes later each day?

You can discuss your work schedule options with your supervisor. Some employees will agree to earlier start times, others will agree to work longer at the end of the day, and others may choose to take shorter lunch breaks. Your supervisor may need to coordinate your work hours and breaks with your work unit to maintain service coverage.

What if I prefer to take a shorter lunch break each day?

Unpaid lunch breaks can be scheduled to last between 30 and 60 minutes. If you currently take a 45- or 60-minute lunch break, you have the option to shorten that break by 15 minutes. Full-time hourly employees can take two non-consecutive 15-minute paid breaks in addition to the unpaid lunch break each day. Discuss your options with your supervisor.