

NUMBER: 382  
SUBJECT: STANDARD WORK HOURS AND ATTENDANCE  
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011  
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### **382.1 – POLICY**

This policy establishes basic hours of work, recording time, absenteeism and tardiness, flexible time scheduling, and meal and rest period guidelines for Bridgerland Technical College employees.

### **382.2 – PROCEDURES**

#### **382.2.1 – Standard Work Week and Hours**

The standard work week begins at 12:01 a.m. Sunday and ends at midnight the following Saturday. Bridgerland may change employees' work hours to ensure smooth and continuous operations.

The standard work schedule for most benefits eligible, full-time employees is a 40-hour week consisting of five (5) 8-hour days, for 52 weeks out of the year. The normal hours are 8 a.m. to 5 p.m., Monday through Friday, with one (1) hour for lunch each day. Part-time employee hours are based on a schedule determined by the Department Head or supervisor and the employee to meet the needs of the department.

Overtime should be avoided except in extreme or unusual conditions and then should be kept to a minimum (refer to Sections 300.376 and 300.378 of the Policy Manual). All overtime must be approved by the employee's Department Head or supervisor, in advance.

#### **382.2.2 – Recording Work Hours**

Hours worked by employees, who are not full-time, benefits eligible employees, must be recorded by the employee and reported through the Department Head or supervisor to the Controller's Office, monthly, using the appropriate payroll form.

#### **382.2.3 – Absenteeism and Tardiness**

Regular attendance and punctuality are part of each employee's job responsibility. Employees are expected to be at work on time every scheduled day. When unexpected illness or accident prevents an employee from doing this, the Department Head or supervisor should be notified as soon as possible.

Patterns of excessive unauthorized and/or inappropriate absence and/or tardiness may lead to a verbal warning. Each incident thereafter may lead to more severe discipline, including possible termination.

Failure to report for work for three (3) consecutive days without notice may result in termination for job abandonment. Such termination is considered to be voluntary. If the failure to report is due to circumstances beyond the employee's control, the employee may be considered for reinstatement, depending on the circumstances.

#### **382.2.4 – Meal and Rest Periods**

Non-exempt employees may take 15-minute rest periods within each 4-hour work period. An unpaid meal period of 30 or 60 minutes will be provided to non-exempt employees who work more than five (5) hours in a day. If a non-exempt employee is required to remain at his or her work station for lunch, it is considered paid work time.

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### **382.2.5 — Flexible Hours**

Bridgerland encourages flexible work arrangements to facilitate customer service during peak periods, allow for effective supervision, encourage use of public transportation, accommodate employee needs (e.g., child care), and expand job opportunities to individuals who may be denied access due to restricted time requirements.

Departments may choose a flexible work approach that best fits the department's needs and the needs of the College. Flexible work schedules must be approved by the appropriate administrative authority (the College President or the applicable Vice President). Flexible scheduling does not affect overtime policies for non-exempt employees, as provided by the Fair Labor Standards Act.

### **382.2.6 – Holidays and Holiday Scheduling**

The College observes specific holidays each year. For work scheduled on a holiday, employees will report as directed and will be compensated in accordance with policy.

## ***382.3 – Responsibility***

### **382.3.1 – Department Head, Supervisors, Accounting Department**

Department Heads, supervisors, and the Accounting Department are responsible for ensuring that the College complies with applicable legislation on work hours and meal and rest periods and that the employees comply with established procedures for recording time, absenteeism, tardiness, and flexible schedules. Department Heads and supervisors are responsible for accurately recording hours worked and reporting them monthly to the Controller's Office.

### **382.3.2 – Employees**

Employees are responsible for regular attendance and punctuality and for accurately recording work hours and for cooperating with balancing college and personal needs when establishing flexible work schedules.