

**OWENS COMMUNITY COLLEGE  
PROCEDURES**

**Daily Work Schedule**

**3358:11-5-07**

**PROCEDURES:**

**(A) Definitions**

(1) Workweek: a period of time consisting of seven consecutive days. The workweek is from 12:00 a.m. Sunday to 11:59 p.m. the following Saturday. Workweeks beginning and ending on a day other than the above may be established by the College.

**(B) Daily Schedules**

**(1) Fall, Spring and Summer Academic Semesters**

Daily schedules vary from job to job. A normal daily office schedule for non-exempt staff is either from 8:00 a.m. to 4:30 p.m. or 8:30 a.m. to 5:00 p.m. with one hour unpaid for lunch, to be taken between 11:30 a.m. and 1:30 p.m. in accordance with each department's written procedure. Supervisors may approve alternate work schedules consistent with departmental needs. For those offices in which it is necessary to "close" during the lunch hour period, the standard lunch hour of 12:00 p.m. (Noon) to 1:00 p.m. should be observed. If another closing time is occasionally necessary, it should be approved by the supervisor and communicated to the switchboard operator.

A normal daily office schedule for exempt staff is 8:00 a.m. to 5:00 p.m. An exempt employee may take a lunch break at his/her discretion, in consultation with the immediate supervisor. The normal daily office schedule, 8:00 a.m. to 4:30 p.m., (37.5 hours) can apply to an exempt employee for the period of summer semester only.

**(2) Breaks during and between Academic Semesters**

The normal daily office schedule, 8:00 a.m. to 4:30 p.m., applies to all employees who work through periods between academic semesters or through semester breaks. Employees may wear business casual clothing, preferably "Owens Gear" (clothing with the Owens' approved logo), during these periods. It is up to the discretion of the supervisor to determine acceptable attire consistent with the needs of their department.

**(3) Travel between campuses/learning center location(s)**

Non-exempt employees' compensable hours worked include all time an employee is on duty or at a prescribed place of work and any time that an employee is working, which generally includes travel time and training. Therefore, travel between campuses; to and from a prescribed place during the daily work schedule; and, to and from college-approved conferences and meetings are compensable hours. Travel from an employees home to work and from work to home are non-compensable hours.

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## **(C) Flex Time**

### **(1) Purpose**

In keeping with the mission and vision of the College, Owens believes in supporting employees in their work-life balance to encourage creativity, productivity, and commitment to the organization.

After extended periods worked beyond normal business hours or to accommodate personal needs, a full-time, non-union, exempt and non-exempt employee may have the ability to flex their schedule. Specifically, they may elect to work a schedule that is different from normal business hours. Flex time is not intended to create a regularly scheduled, 4-day compressed workweek. Part-time employees that occasionally work a 40 hour a week schedule during peak time periods will be allowed to follow the flex scheduling guidelines during these time period(s). Union employees may utilize flexible scheduling according to the provisions outlined in these guidelines provided no contract language exists to prohibit flex time.

### **(2) Overtime and Compensatory Time**

For non-exempt employees (those legally eligible for overtime payment), flex schedules may be used in lieu of overtime. That is, if an employee occasionally works over 40 hours in a week, with the approval of their supervisor, the employee can flex their schedule and take time off with pay in accordance with the provisions of the Compensatory Time Procedure (3358:11-5-03 Payroll Policies). Overtime, when earned, shall only be paid once for the same hours (i.e., pyramiding of overtime shall not be allowed). Overtime is defined for flex schedules as per week (not per day).

### **(3) Approval**

All flex schedules must be approved by their immediate supervisor. The flexing of a schedule will be dependent upon the employee continuing to meet the demands of their position according to expected timelines. The needs of the department are considered first and foremost when flexible schedule requests are reviewed by the supervisor. Not all positions may be approved for flexible schedules; the first and foremost consideration is meeting the needs of the college's operation as determined by each department supervisor.

Flex Scheduling will be implemented as a pilot program and will be routinely reviewed for effectiveness.

### **(4) Responsibilities**

It is the responsibility of the employee requesting flex time to acquire their immediate supervisor's approval. It is the responsibility of the supervisor to track such requests within their department and ensure there is adequate coverage during normal business hours. Normal work hours are defined as 8:00 a.m. to 4:30 p.m. for non-exempt (eligible for overtime) employees and 8:00 a.m. to 5:00 p.m. for exempt (not eligible for overtime) employees for the academic year. Normal work hours are defined as 8:00 a.m. to 4:30 p.m. for both non-exempt (eligible for overtime) employees and exempt (not eligible for overtime) employees during the summer. A minimum half an hour lunch is required for all employees who work a flex schedule.

The employee may agree with his/her supervisor to an alternate schedule that is other than normal business hours (e.g. 6:00 a.m. to 4:00 p.m., etc.) or days of the week (Tuesday through Saturday, etc.), but each supervisor will have the authority to approve or deny any such request. Flexible scheduling is not intended to create a compressed workweek (4-10 hour days) on a regular basis. If an employee and his/her supervisor agree to a schedule, the alternate schedule must start at the beginning of a pay period and end on the last

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day of a pay period, and must be at least one pay period in length. An alternate schedule may be ended by a supervisor at any time, provided the affected employee receives at least one full pay period advance notice.

An employee who is allowed to work an alternate schedule, and who is scheduled to work more than 8 hours in a day, but then uses sick leave, personal leave or vacation leave on such day, shall be charged sick, personal or vacation leave for the number of hours she/he was scheduled to work on that day. All flex schedules should be evaluated regularly to ensure effectiveness in meeting the needs of the department and institution.

### **(D) Employees who are nursing mothers.**

Owens community college will provide a reasonable, unpaid break time and a private, secure location for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk.

Arrangements for private location(s) are to be made in collaboration with human resources, the supervisor and the employee. An employee, who has an office free from uncovered windows, with a door that can lock from the inside, may use her office as a private location.

### **(E) Modifications**

The College reserves the right to add to, delete from, otherwise modify, and cancel any or all scheduling options outlined in these guidelines upon advance notice to employees of the college. These guidelines supersede any and all previous memos, correspondence, or other documentation related to these procedures.

These procedures conform to the [POLICY](#) amended by the Board of Trustees on December 6, 2016, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of December 23, 2016.