

# WESTERN NEBRASKA COMMUNITY COLLEGE

## Western Community College Area Board of Governors' Policy

<b>TITLE:</b>	Employee Work Week
<b>DIVISION:</b>	Human Resources
<b>CATEGORY:</b>	Personnel
<b>REFERENCE:</b>	Fair Labor Standards Act
<b>NUMBER:</b>	BP-418
<b>APPROVAL/DATE:</b>	F. Lynne Klemke, President, WCCA Board of Governors November 18, 2020

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### **Purpose**

This policy defines the standard employee work week.

### **Scope**

This policy applies to all College employees and shall be used to calculate non-exempt employee work hours as mandated by state and federal requirements.

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### **Policy**

The standard work schedule expected of all non-exempt, full-time College employees is a 39-hour week. The College work week begins on Sunday at 12:01 a.m. and ends on Saturday at midnight. Only non-exempt employees are eligible for overtime and compensatory time.

Full-time non-faculty employees are expected to work a standard work week of Monday through Friday or defined by department needs.

Full-time faculty employees are expected to work on the contract days indicated on the Board approved academic calendar. Any deviation from this schedule must be preapproved by a supervisor.

### **Procedures**

The College President shall promulgate such procedures as may be necessary for the implementation of this policy.

**Revising this Policy**

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

**Adoption Date (and Board of Governor's Minutes Item Number):** 1979

**Revision Date (and Board of Governors' Minutes Item Number):** August 21, 2019 Item K(2)(a)

**Prior Policy Number:**

420.0700.79 Hours (Support Staff)

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:** Human Resources

**Sponsoring Division/Department:** Human Resources

**Repeal Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies / References:**