

CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE	<i>Adopted: October 12, 2010</i>
2.13.35 Working Hours	<i>Reviewed: October 12, 2010; December 13, 2016; June 6, 2017</i>
	<i>Revised: December 13, 2016; June 6, 2017</i>

Working Hours Specific to Employee Classifications

- A. Administrators, Exempt Professional Staff & Exempt Grant-Funded Professional Staff: The normal working day for will be eight hours as approved by the immediate supervisor. However, due to the nature of the position administrators, exempt professional staff and exempt grant-funded professional staff will be considered as subject to call or duty on an around-the-clock basis. There are meetings at night at which attendance must be considered as part of the normal responsibilities. Also, there may be times when the workload is such as to require hours beyond that considered to be the normal working day. This, too, if needed, will be considered as part of being an administrator, exempt professional staff or exempt grant-funded professional staff member. On the other hand, and especially during such times that extended hours of duty may be necessary, their schedule should be sufficiently flexible to allow him/her reasonable hours away from the office during the normal working day. Absence from the campus for a prolonged period of time must be approved in advance by the appropriate supervisor or the President of the College as appropriate.
- B. KCEA Faculty: As per the faculty collective bargaining agreement
- C. KCSS Support Staff: As per the support staff collective bargaining agreement.
- D. Non-Exempt Professional Staff, Non-Exempt Grant-Funded Professional Staff & Confidential Staff: The workweek typically consists of forty (40) hours to be designated by the immediate supervisor. A thirty (30) minute paid lunch period will be provided for full-time employees. In many positions, time demands are associated with the job and are accepted with the initial employment as a necessary working schedule. Such work arrangements may include assignments in the evening or weekends and are governed by the immediate supervisor.
- E. Grant Funded Staff: The workweek typically consists of forty (40) hours to be designated by the immediate supervisor. A thirty (30) minute paid lunch period will be provided for full-time grant-funded employees. In many positions, time demands are associated with the job and are accepted with the initial employment as a necessary working schedule. Such work arrangements may include assignments in the evening or weekends and are governed by the immediate supervisor and subject to limitations of the applicable grant.
- F. Benefited Part-Time Staff: Hours will be specified by the supervisor with approval from the appropriate Vice President and/or President.
- G. Part-Time Staff: Hours will be specified by the supervisor with approval from the appropriate Vice President and/or President.
- H. Temporary Staff: Hours will be specified by the supervisor with approval from the appropriate Vice President and/or President.