

**INSTITUTIONAL EFFECTIVENESS  
HOURS OF WORK & SCHEDULING  
(NON-FACULTY)  
CHAPTER 2  
POLICY 3.04**

Board of Trustees Approval: 06/11/1997  
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**I. POLICY**

Salt Lake Community College will provide guidelines for work hours and appropriate rest and lunch periods as well as guidelines for telephone coverage in administrative offices.

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**I. REFERENCES**

- A. Utah Code §34-49-101 et. seq. entitled “Nursing Mothers in the Workplace.”

**II. DEFINITIONS**

- A. See personnel definitions procedures.

**III. PROCEDURES**

A. Hours of Work

1. Standard College Business Hours - Standard College business hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday.
2. The College is open from 7:00 a.m. to 10:00 p.m. Monday through Friday and Saturday to serve students.
3. Extended College Hours- Full-time assignments that differ from standard College business hours are determined and scheduled by the appropriate supervisor. Considerations for departmental coverage, efficiency and effectiveness of business processes must be considered from shifts that differ from standard College business hours. Employees must adhere to their assigned schedule once it is determined and communicated. Departments may create their own scheduling, call-in, and attendance policies to meet their departmental needs, in collaboration with Human Resources. Part-time employees' hours are based on a schedule determined by the supervisor to meet the needs of the department and within the limit the College has set.
4. Lunch Period
  - a. The supervisor is responsible to coordinate all employee's schedules, including the lunch period.
  - b. Full-Time Employees - The supervisor coordinates a lunch schedule of a 45-minute duration sometime during the mid-part of the workday. If

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a non-exempt employee is required, by supervisory direction, to remain at his/her work station it is considered paid work time. If a non-exempt employee chooses to remain at their work station they must receive supervisor approval and be relieved of all work duties.

- c. Part-Time Employees and Student Employees – Subject to the approval by their supervisor, part-time employees may be allowed an unpaid lunch period. If a non-exempt employee is required, by supervisory direction, to remain at his/her work station it is considered paid work time. If a non-exempt employee chooses to remain at their work station they must receive supervisor approval and are relieved of all work duties.
- d. Employees seventeen (17) years of age and under are entitled to a 45-minute unpaid lunch period not later than five hours after beginning the work day.
- e. Workday Adjustments - Lunch periods may not be used for purposes of coming to work late or leaving work early. They are to be used during the day intended and do not accumulate or carry forward.

5. Rest Break Period

- a. Full-Time Employees - Employee is entitled to a 15-minute rest break period. The supervisor is responsible in establishing the 15-minute rest break period during each four hours of work per day.
- b. Part-Time Employees - Employee is entitled to a 15- minute rest break period. The supervisor is responsible in establishing the 15- minute rest break period during each four hours of work per day.
- c. Seventeen and Under - Supervisors are required to provide employees age 17 and under a rest break every 2-½ hours.
- d. Workday Adjustment- Rest breaks may not be used for the purposes of coming to work late or leaving work early. They are to be used during the work day intended and do not accumulate or carry forward.

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6. Absenteeism and Tardiness

- a. 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 attending work as scheduled, the supervisor is to be notified by the employee as soon as possible.

7. Breaks for Nursing Mothers

- a. The College adheres to the requirements of the Utah's "Nursing Mothers in the Workplace" statute which generally provides that:
  - (1) As requested and after consultation with an employee, reasonable, daily break periods shall be granted for the first year following the birth of a child to allow an employee to express breast milk for her child.
    - (a) A private location, other than a restroom, shall be provided with accessible electric power.

8. Minors Scheduling and Rest Breaks

- a. Minors will be subject to the same hours of work as other employees with the exception that employees under 16 years of age are not permitted to work:
  - (1) Before or after school in excess of four hours a day.
  - (2) Before 5:00 a.m. or after 9:30 p.m., unless the next day is not a school day.
  - (3) In excess of eight hours in any 24 hour period.
  - (4) More than 40 hours in any week when their school is not in session.

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- b. In addition to the limitations above, minors may not be required to work over 2-½ consecutive hours without a 10-minute rest period being made available.