

NORTHWEST FLORIDA STATE COLLEGE  
**Policy Number 6Hx17-5.14**

TITLE	WORKING TIME
REFERENCE	
HISTORY	Local Language Revised May 1988; September 1990

**Local Language**

Northwest Florida State College normally will be in operation from 7:30 a.m. through 11:00 p.m., Monday through Friday; therefore, these hours and days encompass the normal "working time" of the employees of the College. Personnel may be assigned to work before or after these hours, and/or on weekends, as needed in support of College activities.

Facilities shall be used from Friday at 4:30 p.m. through Monday at 7:30 a.m. only for special, approved, scheduled activities and for individual office use.

Public events and special use of College facilities shall require the approval of the College President or his designee.

"Working time" shall be defined as that time in which an employee has any scheduled obligations, whether instructional or non-instructional, to perform with respect to his/her position at the College, including but not limited to, all such obligations as required office hours, committee work, conferences, and official meetings.

College personnel shall not be subjected to solicitations by any groups or persons on campus when any person involved in the solicitation is on "working time" as defined above. Representatives of Board-approved agents and organizations such as College-approved insurance carriers may solicit college employees on working time with prior arrangement for facilities through the College President or his designee.

Administrative or exempt employees who are required to work on a College holiday will be given an equivalent holiday within the same week or as soon as possible.

NWFSC non-exempt employees shall be entitled to overtime pay in accordance with the provisions of the Fair Labor Standards Act (i.e., one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a work week in excess of 40 hours per week).

- The work week at NWFSC shall begin immediately after midnight on Monday mornings and continue through/until midnight on Sunday.

- An employee shall be authorized overtime work only when such authorization is requested in advance by the employee's supervisor(s), and approved by the appropriate Dean, Vice President, and/or the President of the College.
- Overtime will be authorized only when alternate means for accomplishing the tasks cannot be suitably arranged and the tasks cannot be deferred.