



# Northwest Florida State College

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**TITLE:** WORKING TIME

**AUTHORITY:** Local Language

**SEE ALSO:** [Click here to enter text.](#)

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**SIGNATURE OF BOARD SECRETARY:**

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## **PURPOSE OF POLICY**

To establish the normal operating times of the college the expectations of employees to work as scheduled or when needed during these times, and to establish expectation regarding the accrual and usage of compensatory time or overtime.

### **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 will be used from Friday at 4:30 p.m. through Monday at 7:30 a.m. only for special, approved, scheduled activities or for individual office use.

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

"Working time" will 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 will 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.

Employees covered by the Fair Labor Standards Act are entitled to overtime pay for any hours worked in a work week in excess of forty hours, at a rate equal to 1.5 times their normal hourly rate. In lieu of wages, a public agency may provide time off at the rate of 1.5 hours for each overtime hour worked.

NWFSC twelve-month employees work 37.5 hours per week, during a work week which begins immediately after midnight on Sunday and ends at midnight the following Saturday (i.e., 001 Sunday through 11:59+ Saturday night). Hours worked during that work week over 37.5 but less than 40 are compensable at one hour for each hour worked. Hours worked in excess of 40 during the work week are compensable at the rate of one and one-half hours for each hour.

Exception: NWFSC Police Officers work 42 hours per week. Under normal circumstances, NWFSCPD officers are scheduled to work 168 hours in a 28 day period. Any hours worked in excess of 168, but less than 171 will be paid at the normal hourly rate. NWFSCPD officers are entitled to overtime pay, for hours worked in excess of 171 hours during their work period of 28 days.

Compensable work must be approved by the appropriate Dean, Vice President, or the President before such work is performed.

### **Adjusted Work Schedule**

College practice is to arrange an adjusted work schedule for employees in every case practical, authorizing an employee to work his/her required 37.5 hours within the work week by adjusting hours worked on specific days.

The appropriate supervisor will work with his/her employees to develop adjusted work schedules, such schedules being reflected on the employee's monthly time reports. Supervisors will monitor the adherence to the adjusted schedule.

### **Compensatory Time Off**

When an adjusted work schedule is insufficient to accomplish the tasks to be performed, the supervisor and the employee may reach an agreement relative to extended work hours, to be compensated at the rate of one hour off for each hour worked over 37.5 and less than 40, and at the rate of one and one-half hour off for each hour worked in excess of forty during the work week.

Compensatory time off can be accrued to a maximum of 160 overtime hours (240 compensatory hours) and must be used in a "reasonable period" (not more than one year) at the mutual convenience of the supervisor and employee. Compensatory time off will be exhausted before vacation leave is taken.

### **Overtime Pay**

The employee will be authorized paid overtime work when alternate means for accomplishing the tasks cannot be suitably arranged and the tasks cannot be deferred; authorization being requested by the employee's supervisor(s) and approved by the appropriate Dean, Vice President, and/or President of the College.

Overtime pay will be included in the pay check next issued following performance of the overtime worked.