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## 3.4 Other Schedule-Related Policies

Saint Mary's College of California

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## **3.4 Other Schedule-Related Policies**

### **3.4.1 Work Week**

The work week begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday.

### **3.4.2 Office Hours**

Most administrative offices of the College are normally open Monday through Friday, 8:30 a.m. – 4:30 p.m., 12 months per year, except for administrative (non-academic) holidays. Some academic offices are closed during certain periods of the year when students are not on campus. Seasonal or other variations in hours in some departments should be reviewed and approved by Human Resources.

### **3.4.3 Ten (10) or Eleven (11) month Positions**

Some academic offices are closed during certain periods of the year when students are not on campus. Employees in those offices may be scheduled to work only ten (10) or eleven (11) months during the year. For more information, see *Employee Status Definitions*, earlier in this section.

### **3.4.4 Alternative Workweek**

Alternative workweek schedules for non-exempt employees are closely regulated by the State Labor Commissioner. Departments interested in exploring alternative workweeks must consult with and obtain the approval of the Assistant Vice President of Human Resources or designee.

Alternative work weeks include 10 hour days for 4 days per week 9/80, 8 hours days for non-exempt employees regularly scheduled for 7½ hour days. These schedules must be discussed with Human Resources prior to adoption.

### **3.4.5 Flexible Work Schedule**

Employees may work a flexible schedule for one day or longer to meet department needs or to accommodate the employee's needs as long as the flexible schedule does not interfere with the department's efficiency or effectiveness. Flexible schedules must be approved by the employee's supervisor. Typical flex-time schedules are working 8:00 a.m. to 4:00 p.m. or 9:00 am to 5:00 p.m. in the same day.

### **3.4.6 Make Up Time**

Make up time is not allowed at Saint Mary's for non-exempt employees. Make up time is defined as taking leave and making up the time taken at a later date. For example: an employee has no sick leave but must take 4 hours off on Monday for a doctor's appointment. That employee cannot come in on Saturday or work 4 hours overtime to make up for the time lost on Monday.

### **3.4.7 Adjusted / Flexible Work Week**

Due to departmental or employee needs some adjustment to a work week may be necessary. Those adjustments would include, but are not limited to: taking Fridays off to work Saturday or working a Wednesday through Sunday schedule. Graduation may require the non-exempt staff to work a Sunday. That would require an adjustment of the normal work schedule to make sure that a 37.5/40 hour work week is accomplished between Monday and Sunday. The College will pay any appropriate overtime based on applicable law and policy.