



Broward
Community
College

Procedure Manual

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Normal Work Hours

Each supervisor filling an authorized position shall have the responsibility of seeing that personnel abide by the policy adopted by the Board of Trustees defining a normal workweek and workday. Essential records verifying attendance to duties and responsibilities belonging to the position as defined in the job description shall be maintained by the respective supervisory personnel via the on-line personnel/payroll system.

Teaching Faculty. Normal work hours for Faculty are outlined in Sections 7.10 and 7.20 of the *Collective Bargaining Agreement between The Board of Trustees of Broward Community College and The United Faculty of Florida*.

Exceptions to Normal Work Hours. Variations from the normal workweek and the normal workday for each classification of positions may be made upon written justification setting forth the unique or unusual duty assignments peculiar to the position and essential or advantageous to the College and the exigencies of the circumstances and the situations. These variations shall be upon authorization of the immediate supervisor and approved by the appropriate member of the President’s Staff. Such approved variations shall be considered as equivalent to the normal workweek or normal workday.

Overtime

Eligible employees will be paid time and a half pay for any time worked in excess of 40 hours per week. The Department Head must request overtime employment on a Personnel Recommendation Form via the on-line personnel/payroll system prior to permitting an employee to work overtime. Whenever possible, compensatory time should be given for overtime employment. Compensatory time will be recorded on a Non-exempt Compensatory Time Form. Time will be granted within three (3) months of the date(s) which the overtime was worked. If three (3) months have passed and the supervisor/ administrator has not authorized compensatory time off, overtime pay will be awarded. Only emergency overtime may be approved by telephone; oral approval must followed with appropriate paperwork.

Employees in non-exempt positions will be paid the overtime rate if they are required to work on College holidays. Employees not exempted will be paid at the overtime rate if they

Recommending Officer’s Signature 	Date 07/15/98	President’s Signature 	Date 07/15/98
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are requested to work Saturdays and Sundays in addition to their regular workweek. In establishing eligibility for overtime, vacation days, paid sick leave, authorized holidays, authorized non-duty days, and other authorized leaves with pay within a pay period will be counted in computing the number of hours worked per week. Regular full-time employees must be in a pay status the day preceding and the day following the authorized holidays/non-duty days in order to establish eligibility for payment. In instances in which certain employees must work on an authorized holiday or non-duty day, they should be given another designated non-duty day within the same workweek. If doing so is not possible, overtime must be paid.

[Link to Policy 6Hx2-3.04](#)