

## Policy Manual



<b>Title:</b> Normal Work Hours	<b>Number:</b> 6Hx2-3.04
<b>Legal Authority:</b> Fla. Stat §§1012.855, 1012.82, 1012.83, 1012.86, Fla. St. Bd. of Ed. Admin. R. 6A-14.040(2)	<b>Page:</b> Page 1 of 4

### GENERAL STATEMENT

Broward College adheres to all federal and state rules and regulations governing work hours and overtime compensation. This policy is written in accordance with the provisions of the Fair Labor Standards Act (FLSA) and the Florida Statutes 1012.885, Florida State Board of Education Administrative Rules in order to promote equitable pay practices with regard to work hours and overtime compensation.

The President of the College is authorized to draft implementing procedures including procedures for determining the equivalent of a work week or work day in unique or unusual duty assignments for which variations from the normal schedule shall be justified according to the exigencies of particular situations.

### THE POLICY and THE STUDENT

This policy is applicable to any students who are employees of the College.

### THE POLICY and THE FACULTY AND STAFF

The standard workweek and workday for Instructional Faculty covered by the UFF contract are addressed in Article 7.20A of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The United Faculty of Florida*.

The standard workweek and workday for Counselors and Librarians covered by the UFF contract are addressed in Article 7.10E of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The United Faculty of Florida*.

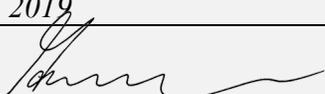
The standard workweek and workday for employees covered by the FPE contract are addressed in Article 5 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The Federation of Public Employees*.

The standard workweek for Administrators shall be five (5) days a week and a minimum of 37.5 hours a week. Employees with supervisory approval may vary their work schedule due to the nature of their position with the College; however, each employee is expected to satisfy the requirements of their position with respect to working the hours necessary to effectively accomplish their position responsibilities.

The standard workweek and workday for regular full-time Professional Technical Staff (PTS) employees not covered by a collective bargaining unit shall be five (5) days a week and a minimum of 37.5 or a 40-hour workweek with either a 7.5 or an 8-hour workday or as defined by the employee's work schedule and the operational needs of the agency.

### IMPLEMENTATION and OVERSIGHT

The immediate supervisor has the responsibility for the implementation of this policy in consultation with the appropriate supervisor(s).

<b>History:</b> Reissued as Policy 3.39 (Normal Work Week and Work Day) on September 21, 1982; revised and re-titled December 15, 1987; revised May 21, 1997; revised July 15, 1998, revised August 26, 2008; revised February 26, 2013, revised May 27, 2014, revised August 13, 2019			
<b>Approved by the</b>	<b>Date:</b>	<b>President's Signature</b>	<b>Date:</b>
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## VIOLATIONS OF POLICY

Violations of the policy are investigated by the Executive Director of Talent and Culture or his/her designee and may result in disciplinary action up to and including termination.

## DEFINITIONS

**Breaks** – are considered hours worked (paid time off) usually provided in the middle of the shift for 15 minutes during the first half of the workday and another 15 minutes during the second half. Breaks must not interfere with established work schedules, deadlines or priorities. They cannot be accumulated or used to compensate for late arrival or early departure from work. Breaks must be approved and are dependent on the employees work hours.

**Compensatory Time** – for PTS full time non-exempt employees represented by the FPE Union is managed in accordance with Article 5 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The Federation of Public Employees*.

Exempt employees are not eligible for compensatory time unless approved in accordance with College Policy 6Hx2-3.35 Emergency Compensation for Employees.

Non-represented, non-exempt employees are not entitled to compensatory time.

**College (Officially Pre-scheduled) Closure** – any weekdays or designated holidays the College has authorized for scheduled closure (including Winter and Spring Break). Compensation for employees required to work during a College scheduled closing or designated holiday shall be as follows: Non-exempt employees shall receive one and one-half times their rate of pay for actual hours worked.

College Closure for FPE represented PTS full time non-exempt employees is managed in accordance with Article 5 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The Federation of Public Employees*.

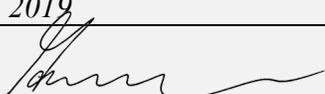
### Daily Rate of Pay– t

Daily rate of pay for full time administrators and non-represented PTS employees is determined by dividing the annual salary by the number of duty days (238).

Daily Rate of Pay for FPE represented PTS full time non-exempt employees is managed in accordance with Article 5 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The Federation of Public Employees*.

Daily Rate of Pay for full time faculty is managed in accordance with Article 5.10, D of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The United Faculty of Florida Broward College Chapter*.

The District Board of Trustees adopts the number of duty days annually as specified in the employment calendar.

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**Emergency Compensation** – see College Policy 6Hx2-3.35 Emergency Compensation for Employees.

**Exempt** – a position not eligible for overtime based on the provisions of the federal Fair Labor Standards Act (FLSA). Includes Executives, Administrators and some levels of Professional/Technical employees.

**Fair Labor Standards Act** – this act, commonly referred to as FLSA, was enacted by Congress in 1938 to set the criteria for overtime payment and other labor issues.

**FOPE** – Federation of Public Employees, a Division of the National Federation of Public and Private Employees, AFL-CIO, is the sole and exclusive bargaining agent for the bargaining unit of employees as certified by the Public Employees Relations Commission (PERC) - Certification No. 1096 to wit, March 31, 1995.

**Hours worked** – is defined as all time during which an employee is necessarily required to be on the employer’s premises, on duty or at a prescribed work place.

**Non-Exempt** – a position eligible to earn an overtime rate of pay based on the provisions of the Federal Fair Labor Standards Act (FLSA) or a negotiated collective bargaining agreement.

**Meal Period (Lunch)** – a thirty (30) minute non-compensatory period of time scheduled for an employee to be off duty for lunch or a meal break which is unpaid. The scheduling of the time may vary depending on the needs of the department, and must be reflected in the time entry process for non-exempt (hourly) employees. Employees may with supervisory approval, combine the half hour unpaid meal period with their two (2) fifteen (15) minute paid breaks for a total of a one-hour lunch period and cannot be used to shorten the workday. Approved lunch periods are for all full time and part time employee’s is dependent on their work hours.

**Standby Duty Pay** – supplemental pay assigned and authorized by a supervisor provided to non-exempt employees in return for remaining available and ready to respond outside of normally scheduled work hours. Employees assigned standby duty pay shall receive two (2) additional hours of compensation at their regular straight-time hourly rate for each standby duty day.

**Call-out Hours Worked** – in the event a non-exempt employee is required to return to work after their regular scheduled work hours, the employee will receive pay at the appropriate straight or overtime rate for all hours worked, and shall be guaranteed a minimum of two (2) hours.

**Call-Out Provision** - for FPE represented full time non-exempt employees is governed by Article 5 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The Federation of Public Employees*.

**Overtime** – any hours worked more than 40 in a workweek for non-exempt employees.

**Standard Workday** – shall consist of either a 7.5 or an 8-hour day during one twenty-four-hour (24) period, that an employee is assigned to work on a regular recurring basis.

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**Standard Workweek** – Any 5 days during a 7-day period beginning on Sunday and ending on Saturday.

**Shift** – A specified period of time worked during a rotating 24/7 operation.

**Shift Differential** – an additional monetary amount per hour paid to employees required to work a substantial defined portion of the workday in the second or third shift. Amounts and times are defined in the annual salary schedule or collective bargaining agreement.

**Time Entry System** – the legally required records process for non-exempt employees that must include an accurate description of actual hours worked.

**Salaried (FLSA exempt)** - employees are not required to complete a Time Entry Process.

**Travel Time** – time spent by an employee in travel as a part of their principal activity, such as travel from campus to campus is work time and must be counted as hours worked. Home to work travel is not considered hours worked.

**UFF** - United Faculty of Florida, Broward College Chapter, is the exclusive collective bargaining representative for those Faculty members certified by the Public Employees Relations Commission in Case No. RC-81-009 and Certification No. 539 dated May 22, 1981.

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