

Hours of Work

Applies to: All employees not covered by a collective bargaining agreement

Policy Statement:

Work Schedule

The College determines daily and weekly work schedules based on each department's operational needs. Such schedules may be changed at the discretion of the College to suit varying conditions.

Hourly (non-exempt) employees are normally scheduled to work 7.5 hours/day, or 8 hours/day, depending upon the department/position schedule, but this shall not be construed as a guarantee of hours of work per day, or per week, or as a limitation on the right of the College to require reasonable amounts of overtime work. The number of hours in an employee's work week does not include the lunch period, unless the person is actually on duty during that time.

Salaried (exempt) employees are expected to give full professional attention to the work and to normally be available during business hours. As role models to other staff, exempt employees are expected to use College resources, including time, wisely. While their hours may fluctuate to meet department expectations, employees may be required to work evenings and weekends and to travel. Should a salaried employee find him- or herself working excessive hours over a long duration, he or she is encouraged to discuss priorities and resources with divisional leadership.

Breaks

An hourly employee who works more than 5 consecutive hours will have at least a 30-minute unpaid lunch or eating period. Working through break/lunch period must be authorized by a manager and an employee must be paid for all hours worked.

Work Shifts

Within a 24-hour period there are 3 typical work shifts/schedules that an employee may be asked to work. The majority of positions at the College work the first shift. In some instances due to the nature of the work, the College must employ people over the full 24-hour period. In these cases, where a second or third shift work schedule is clearly defined and occurs on a regular basis, the College will add a premium to the employee's base rate of pay referred to as a shift differential (see the Compensation section). Definitions of second and third shifts follow:

- Second Shift: 4:00 p.m. to midnight
- Third Shift: midnight to 8:00 a.m.

Adjusted Work Schedules

Employees not infrequently request permission to work a “non-standard” schedule to facilitate ride sharing or public transportation, or for other personal reasons. Department heads are encouraged to give favorable consideration to requests for “adjusted schedules,” provided:

- Departmental efficiency is not adversely affected;
- Regular office hours of the departmental needs are not curtailed; and
- Undue burdens are not placed on other employees or supervisors.

Employees should direct requests for an adjusted work schedule to their immediate supervisors and make these requests well in advance of the desired effective date. If approved, the revised schedule is considered to be the regular work schedule of the employee. Any further changes in working hours, aside from variations due to emergencies, require the same approval procedure.

The decision to approve or deny a request for an adjusted work schedule rests with the department head. Certain types of positions lend themselves to an adjusted schedule and others do not. Should the appropriate supervisor determine that an employee’s adjusted work schedule is incompatible with departmental needs, the department head may terminate the arrangement with reasonable notice to the employee.

Definitions or Regulations:

New Hampshire RSA 275:30-A Day's Work; Day of Rest