

WORK SCHEDULE/FLEXIBLE WORK SCHEDULE

Each full-time support or administrative person is expected to maintain a weekly schedule that includes 40 hours on campus, excluding the lunch period. Unless otherwise approved, this schedule should be between 7:30 a.m. and 5:00 p.m., Monday thru Friday.

Salary Schedule E, H, hourly and Federal Program employees are required to fill out timesheets. (*Appendix A*)

In the interest of allowing college employees the opportunity to serve in various public service roles, all Alabama Community College System institutions have been asked to adopt a uniform policy regarding flexible work schedules. Employees who hold an elected or appointed public office or who serve on other boards, commissions, consortia, or in other public service roles such as civic organizations, United Way volunteers, etc., and whose public service takes them away from their work at the college, may submit a request for a flexible work schedule. The request should be submitted to the appropriate Campus Associate Dean, who will forward such requests, along with their recommendation, to the appropriate collegewide administrator. Upon approval of the President, the employee and appropriate supervisor will construct an approved flexible schedule.

Work Schedule Policy for Full-Time Faculty

Each full-time instructor, librarian, or counselor employed on Schedule D is required to maintain a weekly schedule that includes a minimum of 35 hours on campus excluding lunch breaks or other activities considered time off-the-clock. Faculty must schedule a minimum of 30 consecutive minutes off-the-clock break if six consecutive hours of work time are scheduled.

Ten office hours per week should be scheduled to serve students. An exception to this policy includes faculty whose contact hours exceed 25 hours per week as part of their normal teaching load. Office hours cannot begin before 7:30 a.m. unless faculty are teaching classes scheduled before 8:00 a.m. If classes are scheduled before 8:00 a.m., office hours should be scheduled a maximum of 30 minutes prior to class. A total of at least three hours, office hours or in-class hours, must be scheduled on each of the five work days (Monday through Friday). If an instructor teaches an overload, these overload hours should be scheduled outside the regularly scheduled thirty-five hours (excluding lunch and breaks) per week.

Work schedules must be approved each term by the Division Chairperson, the Campus Associate Dean, and the appropriate college-wide Associate Dean by the fifth day of classes. Any deviations must be approved by the appropriate college-wide Associate Dean. Faculty teaching online courses are required to schedule online hours to assist students enrolled in Internet courses. The instructor 35-hour work week may reflect no more than two hours per week in online office hours.

Faculty schedules must be posted on each faculty member's door and will also be retained in the respective Campus Associate Deans office and the office of the appropriate Collegewide Associate Dean.