



## RULES OF THE BOARD OF TRUSTEES

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- (1) Workday shall be defined as the employee's scheduled work hours during a twenty-four (24) hour calendar day. An eight (8) hour workday shall be the standard used when calculating compensation for a full-time employee's paid holiday, unless otherwise modified by action of the District Board of Trustees (DBOT).
  
- (2) An employee's workweek shall be based on a fixed and regularly recurring calendar workweek during which hours are scheduled for performing assigned duties. Meal periods shall be excluded from scheduled hours. A workweek is defined as Sunday through Saturday. The College President is authorized to develop an adjusted schedule of work hours.
  - A. Forty (40) hours shall constitute the standard workweek for all regular full-time employees. The DBOT may authorize a change in the standard workweek based on a recommendation from the College President.
  
  - B. For administrative, professional and career employees a minimum of thirty (30) minutes per workday shall be provided for meals in addition to and during the scheduled work period. The thirty (30) minute meal time should be during the normal work hours and not scheduled at the end of the work period.
  
  - C. The work schedules shall provide for the orderly and efficient operation of the College and maximum service to students and the community served by the College.
  
- (3) The standard annual work year period for full-time administrative, career and professional personnel shall typically be 250 days. Individual employees may be assigned or request and be offered a reduced work year when the assignment or the request meets the needs and best interests of the College.

(General Authority: F.S. 1001.64, 1001.65, Fair Labor Standards Act (FLSA))

(Adopted 07/01/74, Revised 07/13/78, 08/22/79, 06/23/80, 06/30/82, 05/18/83, 08/24/83, 06/20/84, 09/18/85, 03/19/86, 04/21/87, 04/15/93, 04/15/93, 09/02/03, 03/11/14, 09/13/16 Formerly 5.36)