

# Davis Applied Technology College: A Utah College of Applied Technology Campus Employee Hours of Work Policy

**Effective Date: 01 July 2002**

CDMT Approval: 04 June 2002

Campus President's Council Approval: 18 June 2002

Board Approval: 27 June 2002

## 1. Purpose

To establish the basic hours of work for Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus) employees.

## 2. Policy

### 2.1. All Employee Groups

**2.1.1. College Campus Calendar.** The Campus Board of Directors will approve annually a fiscal year calendar which specifies school days, planning/development days, holidays, etc.

**2.1.2. Standard Work Week.** The standard work week begins at 12:01 A.M. Sunday and ends at midnight the following Saturday.

### 2.2. Faculty

#### 2.2.1. Full-Time Salaried Employees

**2.2.1.1. Types of Employee Schedules.** For the purposes of determining salary, the following classifications shall apply:

**2.2.1.1.1. Year Round.** Full-time Faculty are expected to work a minimum of eight hours each day, Monday through Friday, each week throughout the year with the exception of paid holidays and paid vacation days as indicated in the Vacation Leave Policy and Procedures. When calculating the eight hours each day, time allowed for lunch should not be counted.

**2.2.1.1.2. Nine Month.** Full-time nine month faculty are expected to work for 212 days each year as outlined in the College Campus calendar. Full-time nine month Faculty are expected to work a minimum of eight hours each work day. When calculating the eight hours each day, time allowed for lunch should not be counted.

**2.2.1.2. Flexible Hourly Schedules.** Flexible hourly schedules may be arranged on an individual basis between a faculty member and the Campus Vice President of Instruction or designee, according to program needs. Flexible hourly schedules should not exceed 2080 hours for any Faculty member during a fiscal year.

#### 2.2.1.3. Selection of Employee Schedule

**2.2.1.3.1. Changes.** Faculty members shall apply in writing to change from one type of employee schedule to another, nine-month to year-round or vice versa, on or before April 1st preceding the beginning of the applicable fiscal year.

**2.2.1.3.2. Compensation Adjustments.** The salary and benefits adjustments shall become effective for work performed on or after September 1 of the applicable fiscal year if changing from year-round to nine-month and on July 1 of the applicable fiscal year if changing from nine-month to year-round.

**2.2.1.3.3. Change Criteria.** The Administration shall consider requests for change of employee schedules based on the needs of the program, student enrollment, and placement capabilities.

**2.2.1.3.4. Notice Procedure.** Written notice of acceptance or rejection of a request for employee schedule change shall be not later than 30 days prior to the effective date of the change.

**2.2.2. Part-Time Salaried Employees.** Any Faculty member who, based upon their employee schedule, is expected to work less than a full day is considered a part-time Faculty member.

**2.2.3. Hourly Employees.** Hourly employees work hour expectations are determined separately based on the terms of the agreements with the individual employee.

### **2.3. Classified Employees**

**2.3.1. Full-Time Salaried Employees.** Full-time Classified Employees are expected to work eight hours each day, Monday through Friday, each week throughout the year with the exception of paid holidays and paid vacation days as indicated in the Vacation Leave Policy and Procedures. When calculating the eight hours each day, time allowed for lunch should not be counted.

**2.3.2. Part-Time Salaried Employees.** Part-time salaried employees work hour expectations are determined separately based on the terms of the agreements with the individual employee.

**2.3.3. Hourly Employees.** Hourly employees' work hour expectations are determined separately based on the terms of the agreements with the individual employee.

### **2.4. Professional/Administrative Employees**

**2.4.1. Full-Time Employees.** Full time Professional/Administrative Employees are expected to work a minimum of eight hours each day, Monday through Friday, each week throughout the year with the exception of paid holidays and paid vacation days as indicated in the Vacation Leave Policy and Procedures. When calculating the eight hours each day, time allowed for lunch should not be counted.

**2.4.2. Part-time Employees.** Part-time employees work hour expectations are determined separately based on the terms of the agreements with the individual employee.