

LAKE-SUMTER STATE COLLEGE

BOARD RULE

TITLE: Regular Work Week **NUMBER:** 5.11

AUTHORITY: Federal Wage and Hour Laws **PAGE:** 1 of 1
Florida Statutes 1001.65 (3)
SBE 6A-14.0261

HISTORY: New - 11/20/85
Amended – 6/20/90, 4/17/91, 7/17/91, 6/19/96, 11/18/08

DATE ADOPTED: 11/18/08

REFERS TO PROCEDURE NUMBER: PRO 5-13

1. Non-Instructional Personnel

The regular work week for full-time non-instructional personnel is 37.5 hours and the regular work day is 7.5 hours

2. Instructional Personnel

The regular work week for full-time instructional personnel is 35 hours, which shall include 15 instructional hours, 10 office hours, and the remaining 10 hours comprised of committee work, individual student assistance, meetings, grading, lecture preparations, or such other college-related activities as may be necessary to support the instructional effort.

3. Flexible Scheduling and Compensatory Time

The President or designee may establish procedures for flexible scheduling of employee work time and for the awarding of compensatory time in compliance with federal and/or state guidelines.

4. Definitions

a. Regular Work Week – A continuous period of 168 hours in seven (7) consecutive 24-hour periods beginning at 12:01 a.m. Sunday and ending the following Saturday at midnight.

b. Regular Work Day – The employee's scheduled work hours during a twenty-four (24) hour calendar day.

5. Operating Hours and Work Schedules

The President or designee will establish and maintain appropriate procedures relating to operating hours and employee work schedules for professional technical, professional crafts and trades, professional administrative, managerial, administrative, and faculty (both instructional and non-instructional).