

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> VTC Employee Work Schedules	<i>Number:</i> T 204	<i>Page(s):</i> 2
	<i>Date:</i> July 2009	

PURPOSE

To define standard work hours for Vermont Technical College employees; to establish under what conditions exceptions may be made; to define the process for obtaining approval for all non-standard work hours, and; to comply with the VSC Personnel Handbook, all staff and faculty collective bargaining agreements and the Policies and Procedures of the VSC and Vermont Technical College

STATEMENT OF POLICY

1. Normal business hours for the Vermont Technical College campus are 8:00 a.m. - 4:30 p.m. during the academic year. However, many college operations and functions regularly occur outside the normal business hours. Therefore, an employee's work schedule is developed to best serve the needs of the position and the College.
2. The standard work week is 40 hours per week (five 8 hour days) for all non-bargaining unit staff. The standard work week for staff whose positions are included in the VSCSF and United Professionals PAT and Supervisory bargaining units is 37.5 hours per week (five 7.5 hour days).
3. An employee's established work schedule may be modified with a flexible or alternate work schedule with the approval of the supervisor.
4. Employees are encouraged to take a lunch break during the work day for their own physical and mental well-being. The timing of the lunch break should be coordinated with the supervisor to ensure good office coverage.
5. The College encourages employees to pursue professional development opportunities and to further their education. Employees may take regularly scheduled classes during the regular work day with the prior written approval of his or her supervisor and Cabinet Officer. Credit hours may not exceed four (4) in one semester without the approval of the President or designee. The supervisor and employee will develop an adjusted work schedule that will accommodate the needs of the College as well as the employee's request for time to take courses.

6. Overtime hours for non-exempt employees may be worked only with the supervisor's prior approval.
7. Employees must submit a written request to the supervisor for the use of accrued personal and vacation leave time. The request may be submitted electronically or on an Absence Request/Authorization form. Use of all accrued leave time must be reported through payroll web time entry.
8. Employees may accept employment separate from his/her full-time position with Vermont Technical College. Outside employment includes: a part –time teaching assignment, separately contracted work with the College and/or work for another employer outside the VSC. Employees may teach one course or a maximum of four (4) credit hours in one semester during the regular work day.

Employees who wish to accept outside employment as defined above must discuss the opportunity with his/her supervisor prior to accepting the employment. The supervisor and employee will agree on a work schedule that will allow the employee to accept the outside employment but still provide a full-time commitment to his/her regular position with the College and will not adversely affect the performance of assigned duties.

Employees who wish to accept outside employment or take regularly scheduled classes during the work day should contact Human Resources to obtain the applicable form which the employee must complete and submit to the supervisor and Cabinet level officer for approval. A copy of the approved request(s) will be placed in the employee's personnel file.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) September 1998
 - b) June 2004
 - c) August 2005
 - d) July 2009

Signed By:  Patricia Moulton President
