



WASHINGTON COLLEGE POLICIES

HOURS OF WORK POLICY

Normal Work Hours

Normal work hours are 35 or 40 hours per week. Full-time office and clerical personnel generally work 35 hours per week from 8:30 a.m. to 4:30 p.m., Monday through Friday, with one hour for lunch. Most maintenance and dining services employees and some other classifications work a 40-hour week, the schedule of which is determined by the department. The operation of certain departments may necessitate a variation from the normal schedule; any variation from the normal schedule must be approved by the Director of Human Resources. The supervisor or director will inform staff members, upon hiring, of the specific work schedule for that non-exempt position.

Breaks

College policy allows two fifteen minute breaks per full day, normally one in the morning and one in the afternoon.

Exempt Employees

Work schedules for exempt employees may vary because of coordination with academic needs, special events, or the needs of individual departments. Exempt employees are expected to meet the responsibilities of their work assignments within the framework of the College's normal work schedule, with reasonable latitude for irregular workloads or special demands. Exempt employees leave request forms are due to the Payroll Office the Monday immediately after pay day for any leave taken in that pay period.

Non-Exempt Employees

Non-exempt employees are required to submit a time sheet noting all hours worked and any leave taken to their supervisor on a bi-weekly basis or to use the time clocks provided by the department. Time sheets for service workers are due to Payroll by noon on the Monday prior to the Pay Friday; time sheets for all other employees are due the Monday following the Pay Friday. A time sheet is not valid unless it is signed by both the employee and the employee's supervisor.