

ASSIGNMENT, WORKLOAD, AND SCHEDULES

DJ
(REGULATION)

PURPOSE	The purpose of this regulation is to provide specific guidance for fair and equal employment practices in decisions related to the determination of employment status, assignment and duties.
APPLICABILITY	This regulation applies to all employees of the College District.
DEFINITIONS	<p>“Assignment” means a position of responsibility.</p> <p>“Days” means College District business days, unless otherwise noted.</p> <p>“Workload” means the amount of work that an employee is expected to perform.</p> <p>"Work schedule" means assigned work hours set by the appropriate supervisor as dictated by departmental needs or College needs.</p> <p>“The College District work week” means the time period beginning on a Sunday at 12:00 a.m. and ending on the following Saturday at 11:59 p.m.</p>
PROCEDURE	<p>All employees are subject to assignment and reassignment by the College President at any time.</p> <p>The Director of Human Resources shall define the qualifications, duties, and responsibilities of all positions and will endeavor to ensure all job descriptions are current and accessible to employees and supervisors.</p>
HOURS OF WORK	<p>All full-time employees are expected to work a minimum of forty (40) hours per week (with a maximum one-hour lunch break each day or other period determined by the appropriate supervisor). All non-exempt full-time employees are required to take at least a thirty (30) minute break for meal periods.</p> <p>All employees are expected to work the required work schedule as identified by their appropriate supervisor. Employees have to be available when called upon to complete their work assignments.</p> <p>Part-time employees are expected to work the total number of hours for which they are hired. Individual work schedules will be determined by the immediate supervisor.</p> <p>All part-time employees have a work schedule of less than twenty (20) hours per week.</p>

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Employee Initiated
Schedule Changes

Individuals seeking to make changes in their work schedule must obtain prior approval from their immediate supervisor. All employees are expected to work the required work schedule as identified by their appropriate supervisor. Employees have to be available when called upon to complete their work assignments.

Supervisors may implement alternate schedules or changes in the current schedule as dictated by departmental needs or College District needs.

Contractual
Obligations

In addition to teaching, advising, and other educational responsibilities, instructional employees shall fulfill certain other requirements in connection with their duties during the academic year including but not limited to, the following:

1. Faculty meeting and committee assignments. The contractual obligation of instructional personnel include service on committees as assigned, attendance at division meetings called by administrators or the College President, unless an exception is made by authorized personnel prior to the meeting. The following shall apply:
 - a. Faculty meetings are regarded as a vital campus communication link.
 - b. Attendance at such meetings is mandatory.
 - c. All staff members are expected to participate in assigned committees and to carry out the specific purposes for which the committee was established.
2. Commencement ceremonies. Commencement exercises involve a processional, and participation is a part of the contractual obligation

Faculty
Workweek

A faculty member's workweek shall normally be 40 hours per week, and a minimum of 32 of those hours per week shall be on campus. Those hours shall normally be Monday through Friday. A minimum of 15 of the hours shall be in the classroom, and a minimum of 10 of the hours shall be in the office for student advisement, student, conferences, and office-related activities. The remaining hours shall be designated as on-campus hours and are for committee meetings, college trainings, class preparation, grading, and related matters. Two hours of on-campus time may be used, with the approval of the faculty member's instructional dean, for professional development activities external to the college campus. The administration may designate a time for 2 of the on-campus hours to be set aside for campus-wide training. Faculty schedules shall be posted immediately outside the faculty member's office, posted on the College District's website, and filed with the Chief Academic Officer.