Policy 5.19

Work Schedule Policy

The College defines the daily and weekly schedule, meal and break times to comply with all Federal and State Laws. The College authorizes supervisors and full-time employees, with approval from the appropriate senior staff administrator, to develop flexible work schedules that meet the needs of their unit and the College. Approval of flexible work schedules may be altered or rescinded at any time by the supervisor, Vice President or President. Modified work schedules must be based on employee's required weekly work hours, subdivided as needed to accomplish the objectives of the unit.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References: **Work Schedule Procedure**

History

Senior Staff Review/Approval Dates: *1/20/2016, 8/1/2016*

Board of Trustees Review/Approval Dates: *2/2/2016, 8/2/2016*

Implementation Dates: *2/2/2016*