

OGDEN-WEBER TECHNICAL COLLEGE	Number 520.16	Effective Date 11/19/98 Revised 8/1/01 1/26/17 1/25/24	Page 1 of 1
POLICY	Approved - President's Cabinet		
Title WORKING HOURS			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide specific guidelines for employees regarding working hours.

2. POLICY

It is the policy of the College that working hours may vary based on department needs and position requirements.

3. REFERENCES

- Fair Labor Standards Act
- Utah Administrative Code, Human Resource Management - Administration, R477-8-3, Lunch, Break and Exercise Release Periods
- Ogden-Weber Technical College Overtime policy (#520.17)
- Ogden-Weber Technical College Employee Attendance policy (#520.40)

4. DEFINITIONS

- 4.1 Workweek: A workweek is a period of 168 hours during seven consecutive 24-hour periods. The College's workweek begins and ends at midnight on Saturday.

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1. Employees shall be informed of their work schedule by their immediate supervisors.
2. Expected working hours based on employee classification:
 - 2.1 Salaried Exempt - All salaried exempt employees are expected to work a standard eighty (80) hours in a bi-weekly pay period. For any pay period worked below eighty hours, the employee must enter either vacation or sick leave to make up the difference. Salaried exempt employees may be required to work additional hours as needed to fulfill job responsibilities without additional compensation.
 - 2.2 Salaried Non-Exempt- All salaried non-exempt employees are expected to work a standard of forty (40) hours per workweek. For any weeks worked below forty hours, the employee must enter either vacation or sick leave to make up the difference. For any weeks worked over forty hours, the salaried non-exempt shall qualify for overtime pay per the College Overtime policy. Supervisors are required to monitor the hours worked by their employees.
 - 2.3 Full Time Hourly - Full-time hourly employees are expected to work between thirty (30) to forty (40) hours per workweek, depending on the departmental needs. Supervisors are responsible for determining the weekly hours for each full-time hourly employee as well as monitoring the number of hours worked.
 - 2.4 Part Time Hourly - Part-time hourly employees are expected to work no more than twenty-nine (29) hours per workweek. All supervisors of part-time hourly employees are required to monitor the hours worked and ensure that hours worked stay below 30 hours per week. If business needs arise, supervisors may request a temporary exception to the twenty-nine-hour limit. These requests must be submitted to and approved by the human resources department to ensure continued compliance with the Affordable Care Act.

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3. Meal Breaks/Rest Periods

- 3.1** Supervisors shall provide employees the option to take a minimum 30-minute, non-compensated lunch break during each 8-hour or longer shift.
- 3.2** Lunch periods may not be used to shorten the workday.
- 3.3** An employee may take a 15-minute compensated break period for every 4 hours worked.
- 3.4** Break periods shall not be accumulated or combined to accommodate a shorter workday or longer lunch period.
- 3.5** After consultation with an employee, management shall grant reasonable, daily break periods for the first year following the birth of a child to allow an employee to express breast milk for their child. Management shall provide:
 - 3.5.1** a private location, other than a restroom; and
 - 3.5.2** appropriate temporary storage for expressed breast milk.

4. Split Shifts

If an employee is entirely free to use the time off between work periods in a split shift, the time between the work periods is not counted as work time.

5. Training Programs, Lectures, and Meetings

If attendance is required at training programs, lectures, and meetings, the time shall be counted as work time. If employees attend an independent school, college, or trade school after hours, on their own initiative, the time is not counted as hours worked even if the courses are related to their jobs.

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6. Travel Time

Traveling to and from work shall not be counted as work time. If the employee is sent on a special one-day assignment to another location, the time spent traveling shall be counted as work time. Travel time during normal work hours shall be counted as hours worked, such as when travel is part of the principal job activity or when travel is necessary from job site to job site.

7. Holidays, Vacations, Sick Days

Salaried employees are compensated for holidays, vacation days, and sick days. However, for the purpose of overtime calculations, holidays, as well as vacation and sick days, are not considered as hours worked. Overtime calculations are based solely on the actual hours worked during a regular workweek.

8. Medical Attention

The time an employee spends waiting for and receiving medical attention on the College campus or at the direction of the College during normal working hours shall be counted as work time.