

# PROCEDURE MANUAL

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|---|-----------|----------------------------|--|--|
|  <p><b>ARIZONA WESTERN<br/>COLLEGE</b></p> |           | <b>PROCEDURE 415.7</b>     |  |  |
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|   |           | <b>Last Revision Date:</b> | 03-14-2022;<br>12-01-2020;<br>10-30-2020;<br>05-02-2011;<br>03-16-2004 |  |
|   |           | <b>Effective Date:</b>     | 03-16-2004   |  |
|   |           | <b>Last Review Date:</b>   | 03-14-2022   |  |
| <b>Section:</b>   | Personnel | <b>Subject:</b>            | Work Schedules   |  |

## PURPOSE

To establish the various work schedules of College employees.

## PROCEDURE

Work schedules are established for each employee as either four-day or five-day. The employee's immediate supervisor is responsible for ensuring that work hours remain within the following guidelines:

1. **Faculty** are required to spend a minimum of 33 hours per week on the campus in direct contact with students or be available for such contact.
2. **Four-day professional/administrative and classified employees** are required to work a minimum of 38 hours per week with a 30-minute unpaid lunch period.
3. **Five-day professional/administrative and classified employees** are required to work a minimum of 37.5 hours per week with a 30-minute unpaid lunch period.
4. **Five-day labor/trade employees** are required to work a minimum of 40 hours per week with a 30-minute unpaid lunch period.
5. The workday may **not** be shortened by working through the lunch period without prior approval of the supervisor.
6. Employees may take a 15-minute break in the morning and a 15-minute break in the afternoon of each full working day at the discretion of their supervisor. Approved release time for attending class (See Procedure 465.1) will be considered as a break and no additional breaks will be taken during the same half-day.
7. When a supervisor determines that the College's work may best be accomplished by a changed work schedule, the supervisor will submit a revised schedule to the appropriate President's Cabinet member. Approved schedules will be forwarded to the Chief Human Resources Officer.

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8. When a supervisor determines that the College's work may best be accomplished by working remotely, the supervisor will submit the [Remote Work Procedure and Form](#) to the Chief Human Resources Officer for review and final approval.