


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 415.7		
	Page 1 of 1		
	Last Revision Date:	05-02-11	
Effective Date:		03-16-04	
Section:	Personnel	Subject:	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 30 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 37.5 hours per week with a 37.5-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 work day 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 break 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 Office of Human Resources.