

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Support Staff 420.0000.96

Hours

Policy Number: 420.0700.79

POLICY

Working hours for each employee shall be determined by the employee's supervisor. The College makes a continuous effort to maintain fair procedures covering normal working hours. However, the employee should realize that unusual circumstances may require his/her services at odd hours on occasion. Any duty hours exceeding a thirty-nine (39)-hour week shall be compensated at an overtime rate of either one and one-half times the regular hourly wage or one and one-half hours of time off for each hour worked. No overtime shall be allowed without prior approval of the President, or his/her designee (in accordance with the Fair Labor Standards Act of 1938 and amendments of 1966, 1972, 1974, 1985, and 2004).

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1979

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: Fair Labor Standards Act of 1938 and amendments of 1966, 1972, 1974, 1985, and 2004