

# WESTERN NEBRASKA COMMUNITY COLLEGE

## Western Community College Area Board of Governors' Policy

<b>TITLE:</b>	Employee Work Week
<b>DIVISION:</b>	Human Resources
<b>CATEGORY:</b>	Personnel
<b>REFERENCE:</b>	Fair Labor Standards Act
<b>NUMBER:</b>	BP-418
<b>APPROVAL/DATE:</b>	F. Lynne Klemke, President, WCCA Board of Governors Date: August 21, 2019

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### **Purpose**

This policy defines the standard employee work week.

### **Scope**

This policy applies to all College employees and shall be used to calculate non-exempt employee work hours as mandated by state and federal requirements.

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### **Policy**

The standard work schedule for all non-exempt College employees is a thirty-nine hour week. The College work week begins on Sunday at 12:01 a.m. and ends on Saturday at midnight. Only non-exempt employees are eligible for overtime.

Non-faculty employees are expected to work a standard work week of Monday through Friday.

Faculty employees are expected to work days indicated on the Board approved academic calendar. Any deviation from this schedule must be preapproved by a supervisor.

### **Applicability**

This policy applies to all WNCC employees.

### **Revising this Policy**

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

**Adoption Date and Board of Governors' Minutes Item Number:** 1979  
**Revision Date and Board of Governors' Minutes Item Number:** August 2019  
**Prior Policy Number:**  
420.0700.79 Hours (Support Staff)  
**Schedule for Review:**  
**Divisions/Department Responsible for Review and Update:**  
**Sponsoring Division/Department:** Human Resources  
**Repeal Date and Board of Governors' Minutes Item Number:**  
420.0700.19 Hours (Support Staff)  
**Cross Reference:**  
**Procedure(s) for Policy:**  
**Related Policies/References:**