

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 7– HUMAN RESOURCES SUBSECTION 72 – CLASSIFICATION, COMPENSATION & WORK ASSIGNMENTS

POLICY NUMBER: BP – 7222

WORK WEEK

1. POLICY REASON/PURPOSE/INTENT

To define the employee work week.

2. DEFINITIONS

N/A

3. POLICY

3.1 The standard work schedule for all full-time College employees is a forty-hour week. The College work week begins on Sunday at 12:01 a.m. and ends on Saturday at midnight.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 01/12/2017

ORIGINAL ADOPTION DATE: 02/13/1975 (Code 4114 item #0819)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 11/10/1994 (item #7035); 03/13/1997 (item #7957); 07/10/2014 (item #11462); 01/12/2017 (item #11981)

PRIOR POLICY/PROCEDURE NUMBER: 4110

SCHEDULE FOR REVIEW: 2022

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: work week