

Procedure 3.1.3.1 Human Resources: Full-Time Employees Workload

**TRI-COUNTY
COMMUNITY COLLEGE**

**HUMAN RESOURCES
FULL-TIME EMPLOYEES
WORKLOAD**

**PROCEDURE
3.1.3.1**

I. FULL-TIME CURRICULUM

A. FACULTY

1. WORKING HOURS

Full-time curriculum faculty positions shall be present on campus a minimum of thirty (30) hours each week and are expected to be scheduled on campus or at their duty station at least four (4) days per week. A schedule of the thirty on campus hours should be forwarded to the senior instructional officer by the second week of classes.

Full-time curriculum faculty members are required to maintain five office hours per week during fall and spring semesters. The schedule of these hours shall be posted at the faculty member's office and online by the second week of classes, and a copy shall be forwarded to the senior instructional officer. The purposes of office hours are to assist students, prepare for classes, plan and be available to other members of the College.

Full-time curriculum faculty members may also designate part of their on campus or office hours in service to the College and its students in activities such as working in the advising center, recruiting, visiting local schools, working with student clubs or other student activities, or other activities designed for recruitment and retention.

Summer semester working hours depend on the salary situation of the full-time faculty member. Faculty members who work and are compensated as twelve (12) month employees are expected to follow the policy of being present on campus thirty (30) hours per week, including five (5) office hours. Faculty members who are considered nine/ten month employees and are paid a part-time contract in summer are only required to be on campus during the scheduled hours of their face-to-face class. If a faculty member, working a part-time contract, is teaching an online class, he/she is not required to be on campus during the summer, unless needed for committee assignments, early registration, or other duties determined by the Vice President.

2. WORKLOADS

i. Classroom Instruction

Instructional schedules and loads are prepared by the faculty member/department chair and then approved first by the appropriate academic dean and then the senior instructional officer via the Workload Approval Form. The following course loads will be considered full time in that approved assessment:

- 18-20 credit hours (for most faculty) and 28-32 (for vocational faculty with a heavy shop schedule).
- In some cases, faculty members may not be assigned advising duties. Those faculty members will have a higher course load as determined in consultation with the Vice President for Instruction. Typically, course loads are raised by three credit hours (21-23 credit hours).
- Nursing faculty workloads are compliant with the Region A Nursing Consortium requirements, taking into account team teaching and clinical requirements.

ii. Faculty Meetings, Committee Assignments, Recruitment and Retention Work, and Commencement Ceremonies

The contractual obligation of full-time curriculum employees includes service on committees, attendance at required meetings, participating in College recruitment and retention activities, and participation in commencement ceremonies unless an exception is made by the President.

iii. Course Overloads/Underloads

Every effort is made to avoid instructional overloads. When overloads occur, and are approved in advance by the senior instructional officer, compensation may be made in the form of an additional part-time instructional contract paying for the contact hours of the overload at the appropriate part-time pay rate. All overload pay shall be reported to the President.

If planned courses do not make due to low enrollment, the Vice President for Instruction will make clearly defined alternative assignments with other service to the College or a reduction in pay. These assignments will be noted in writing via email.

iv. Student Overloads

Online classes are usually capped at 30 students. Online classes that have more than 30 students per class will be compensated at a rate of \$50

per student in excess of 30 students (for both full-time & adjunct faculty). Instructors who teach an excess number of students in online classes are expected to maintain professional standards regarding all aspects of the course, including availability and responsiveness to students. In addition, the faculty member must be in “good standing” with regard to meeting all deadlines for submission of reports, schedules, etc., available during office/campus hours, completing committee requirements as well as community engagement events, and any/all other requirements that are part of the job. Online sections of faculty members who fail to meet these conditions will be capped at 30.

The enrollment numbers will be determined after the Never Attended purge conducted after the 10% point of the class.

B. ACADEMIC DEANS

1. DEFINITION

An academic dean is a full-time curriculum faculty member selected by the President to oversee an instructional division. An instructional division is a group of instructional courses and/or programs as defined on the College’s organizational chart.

2. WORKLOAD

The division dean is subject to the following workload, work schedule and salary consideration:

- i. Required course loads for the deans are 12 credit hours and are approved by the chief academic officer.
- ii. Deans maintain the required on campus faculty work schedule of thirty (30) hours per week with five (5) office hours.
- iii. Deans receive overload pay based on the same standards as other full-time faculty members.

II. FULL-TIME NON-CURRICULUM

A. DEFINITIONS

1. Non-Curriculum Employees – any full-time employee except a faculty member or academic dean. All full-time, non-curriculum employees are either exempt or non-exempt.
 - a. Exempt - employees who are exempt from the Fair Labor Standards Act ("Act"). Exempt employees may be required to perform work over and above their assigned forty (40) hour work week when such duty is determined to be in the College's best interest. Exempt employees are not entitled to overtime pay or compensatory time for work more than forty (40) hours per work week.
 - b. Non-exempt – employee who are not exempt from the Act are assigned a standard forty (40) hour work week by their immediate supervisor. Non-exempt employees will be required to keep and complete weekly timesheets. Non-exempt employees are entitled to compensatory time for working more than forty (40) hours per work week.

B. COLLEGE WORKWEEK

A normal College workweek is a regularly recurring period of one hundred sixty-eight (168) consecutive hours (7 consecutive 24-hour periods). Each workweek stands alone for purposes of hours worked. The official College workweek begins at 12:01 a.m. Sunday, continues for 7 consecutive days and ends at 12:00 midnight on Saturday.

Most College offices are open to the public from 8:00 a.m. to 5:00 p.m., Monday through Thursday, 8:00 a.m. to 12:00 p.m. Friday, except for designated weeks. Selected offices remain open Monday through Thursday evenings, with limited hours for specified periods on weekends. All departments with full-time employees must be staffed from 8:00 a.m. to 5:00 p.m., Monday through Thursday, 8:00 a.m. to 12:00 p.m. Friday, except for designated weeks. It is the responsibility of the immediate supervisor to ensure appropriate office coverage.

C. EMPLOYEE WORKWEEK

All full-time, non-curriculum employees are expected to work a total of forty (40) hours per week with a one-hour lunch break not to occur at the beginning or ending of the workday. The lunch break cannot be used to shorten the workday or be credited for overtime compensation unless expressly approved by the senior administrator for a defined temporary period. Hours worked include all the time an employee is permitted to work for the College; that is time where the employee is required to be on duty or on the College's premises or at a prescribed workplace.

Most College offices are open to the public from 8:00 a.m. to 5:00 p.m., Monday through Thursday, 8:00 a.m. to 12:00 p.m. Friday, except for designated weeks. Selected offices

remain open Monday through Thursday evenings, with limited hours for specified periods on weekends. All departments with full-time employees must be staffed from 8:00 a.m. to 5:00 p.m., Monday through Thursday, 8:00 a.m. to 12:00 p.m. Friday, except for designated weeks. It is the responsibility of the immediate supervisor to ensure appropriate office coverage.

D. FLEXIBLE SCHEDULING

Employees may be assigned a workweek that differs from the standard workweek when the operation of the department requires the services of one or more employees at times other than from 8:00 a.m. to 5:00 p.m. In these cases, the immediate supervisor has the authority to make the assignments to ensure proper operation of the department.

E. OVERTIME

If it is necessary for a non-exempt employee to work more than forty (40) hours in a work week, the employee will be awarded compensatory time pursuant to Policy 3.1.4 – Compensatory Time.

Adopted: 5/24/18 BOT

Legal Reference: Fair Labor Standards Act, 29 U.S.C. 201, *et seq.*; 1D SBCC 400.93(a)(2)