

2.19 Attendance/Hours of Work

Each employee shall work the hours scheduled for his/her position as a normal condition of work. Particular hours of work shall be determined and assigned by the supervisor in accordance with all federal, state, and local laws as well as KCTCS Administrative Policies and Procedures. Any questions concerning work schedules shall be directed to the immediate supervisor.

Additional provisions regarding attendance shall also be followed in accordance with applicable KCTCS policies and human resources procedure(s) related to scheduling and hours of work.

2.19.1 Flex-Time

KCTCS encourages the scheduling of flexible work hours when mutually beneficial for the employee(s) and KCTCS. Based on business need and supervisory approval, employees may have the opportunity to propose preferred hours of work to supervisors for consideration. The total number of hours worked per pay period shall remain the same during approved flex-time scheduling (for staff and non-teaching faculty, a minimum of 37.5 hours (normally not to exceed 40 hours per week for non-exempt employees without supervisory approval; for faculty, hours will be in accordance with KCTCS Administrative Policies and Procedures.)

2.19.2 Work Schedule

The normal work week for a non-exempt, full-time staff employee is 37.5 hours, normally distributed over five consecutive days, Monday through Friday. This schedule may vary depending on workloads, time required to complete assignments, and scheduling needs. The supervisor shall establish work schedules as operational needs demand. Any changes to the work schedule shall have the prior approval of the supervisor. Faculty work schedules are determined by the demands of their position and department and the Performance Planning and Evaluation form in accordance with KCTCS policies and procedures.

2.19.3 Work Arrival and Departure

The supervisor shall inform employees of expected arrival and departure times. A non-exempt employee scheduled to work is expected to remain on the job performing the duties of the job until the completion of his/her scheduled work day. In addition to complying with the hours of service maintained by the department, exempt employees are governed by completion of tasks as well as responsibility for assuring that projects are completed on time. This may require additional work outside of the scope of normal work hours. When these occasions arise, employees are expected to fulfill their responsibilities to the organization.

2.19.4 Reporting to Work

KCTCS values regular attendance. Employees unable to report to work due to illness or emergency shall notify the immediate supervisor by telephone within thirty (30) minutes of their scheduled shift start time to report the absence of each day, to request leave time, and to advise when they will be able to return to work. The employee's failure to notify their immediate supervisor within thirty (30) minutes of their shift start time regarding an absence may result in progressive disciplinary action, up to and including termination, and/or lack of approval to use paid vacation, sick, or compensatory leave for the absence.

For additional information about unreported absences, refer to KCTCS policies and procedures regarding job abandonment.

Excessive or unplanned absenteeism and/or tardiness are disruptive, and a violation may lead to disciplinary action, including termination of employment.

2.19.5 Rest Periods

Employees are not required to work more than four hours without being permitted a paid rest period of fifteen minutes. Rest periods are in addition to regularly scheduled meal periods. These rest periods shall be scheduled as nearly as possible to the middle of each four-hour work period. The rest period may be taken in three five-minute intervals if deemed appropriate by the supervisor and arranged in advance. The scheduling of rest periods shall be arranged with the supervisor and communicated to coworkers in the area when applicable in order to maintain departmental and service objectives. No reduction in salary shall be made for these rest periods. These compensable rest periods may not be offset against other working time.

Employees scheduled to work a seven and one half hour day are permitted two fifteen-minute rest periods, one near the middle of the shift before a meal period and one near the middle of the shift after a meal period.

2.19.6 Meal Periods

Each employee shall be granted a reasonable period of time for daily meal periods. The meal period shall be scheduled as nearly as possible to the middle of the work day or shift of more than five hours. Employees shall not be required or permitted to take a meal break sooner than the third hour of work or later than the fifth hour of work. Thirty to 60 minutes is considered adequate time for a bona fide meal period and employees are required to take a minimum of 30 minutes for meal period. The scheduling of meal periods shall be arranged with the supervisor and communicated to coworkers in the area

