



June 17, 2019

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in Chapters 4.0 All Personnel and 6.0 – Classified Staff, Managerial Professional and Contract-Grant Employees.

Overview and Background

The College brings forth a request to modify the College's Policy Manual. Highlights of these changes are outlined below.

04-12, Electronic Banking

Revised to clarify the College's policy on direct deposit.

04-15, TCC Course for College Employees

Revised to clarify the use of College tuition waivers for TCC full/part time benefitted employees.

04-30, Sick Leave Pool

Revised to clarify the use of the sick leave pool by College employees.

04-31, Personal Leave

Revised to clarify the College's policy on using personal leave.

06-11, Timesheets

Changed title to Timesheets in Workday, revised to incorporate the use of Workday to complete and submit timesheets for approval.

06-12, Work Schedules

Revised to clarify the College's policy on flexible and compressed work schedules and telecommuting.

Past Actions by the Board

The Board has approved previous revisions to Chapters 4 and 6 of the College's Policy Manual.

Funding/Financial Implications

None

Staff Resource

Barbara Wills

Recommended Action

Approve updates and revisions of College policies as presented.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Electronic Banking	NUMBER: 04-12
AUTHORITY: Florida Statute:- <u>215.85, 532.04</u> , 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO:
DATE ADOPTED: 12/01/97; Revised 11/22/10, <u>07/01/19</u>	

~~The capability of depositing net payroll checks to any financial institution by electronic banking is available to all TCC employees.~~

~~Direct Deposit is the College's preferred method for issuing payroll payments to employees.~~

~~All new and current full and part-time faculty and staff are strongly encouraged to participate in direct deposit. Direct Deposit is the electronic deposit of funds into a bank account as a form of payment; it is safe, confidential and convenient.~~

~~Employee pay may be electronically deposited directly into one or more checking or savings accounts as designated by each employee. All TCC employees are required to receive their pay via direct deposit. Direct Deposit is a process by which an individual's net pay is electronically transmitted to the employee's account at a financial institution. Tallahassee Community College does not require or recommend the use of any particular financial institution.~~

~~All employees are encouraged to enroll in direct deposit within thirty (30) days of hire or rehire. If youan employee fails to sign up for mandatory direct deposit, yourthe employee's paycheck will not be distributed and youthe employee will be in violation of policy. Failure to enroll in direct deposit will result in your payroll check being mailed to the address on file in Human Resources on payday.~~

~~The check will be held in the Human Resources Office and must be picked up by youthe employee in person. However, before the check will be released, youthe employee must sign up for direct deposit while in the Human Resources Office.~~

~~Direct deposit of employee pay cannot be set up to go to a third party's account. This includes any account where the employee is not named on the account.~~

~~Direct deposit information must be updated using Workday and may take one pay cycle to become active. Electronic pay stubs are available through Workday. ; paper pay stubs will no longer be distributed to employees. Once the direct deposit has been established, the electronic pay stub is available via Workday.~~

~~An employee may be exempted from participating in the Direct Deposit feature if he/she does not have an account at an eligible financial institution, and further provides evidence that he/she cannot~~

obtain an account at an eligible financial institution.

The College retains the right to cancel the electronic banking authorization of any employee at any time. Every effort will be made to notify the employee as soon as possible in the event of cancellation.

It is the employee's responsibility to review their payroll stubs for accuracy of personal and payment information. Employees must immediately notify Human Resources if there has been an error in payment of wages. Further, it is the employee's responsibility to update direct deposit information in Workday at least one week prior to the payday for the change to occur.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Electronic Banking	NUMBER: 04-12
AUTHORITY: Florida Statute: 215.85, 532.04, 1001.64, 1001.65	SEE ALSO:
DATE ADOPTED: 12/01/97; Revised 11/22/10, 07/01/19	

Direct Deposit is the College’s preferred method for issuing payroll payments to employees. All new and current full and part-time faculty and staff are strongly encouraged to participate in direct deposit. Direct Deposit is the electronic deposit of funds into a bank account as a form of payment; it is safe, confidential and convenient.

Employee pay may be electronically deposited directly into one or more checking or savings accounts as designated by each employee. Tallahassee Community College does not require or recommend the use of any particular financial institution.

All employees are encouraged to enroll in direct deposit within thirty (30) days of hire or rehire. Failure to enroll in direct deposit will result in your payroll check being mailed to the address on file in Human Resources on payday.

Direct deposit information must be updated using Workday and may take one pay cycle to become active. Electronic pay stubs are available through Workday.

The College retains the right to cancel the electronic banking authorization of any employee at any time. Every effort will be made to notify the employee as soon as possible in the event of cancellation.

It is the employee’s responsibility to review their payroll stubs for accuracy of personal and payment information. Employees must immediately notify Human Resources if there has been an error in payment of wages. Further, it is the employee’s responsibility to update direct deposit information in Workday at least one week prior to the payday for the change to occur.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: TCC Classes for College Employees	NUMBER: 04-15
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1009.23 Florida Administrative Code: 6A-14.0261	SEE ALSO:
DATE ADOPTED: 12/01/97; Revised 11/22/10, <u>07/01/19</u>	

To encourage employee development/growth through courses that update or upgrade competence and general knowledge, employees in established [benefitted](#) positions may register for courses offered by the College, without payment of resident per credit hour fees for a specified maximum credit or equivalent hours per semester (pro-rated per FTE). This does not include additional fees such as lab fees or other special fees.

Employees must have the prior approval of their immediate supervisor on the form provided [and](#) by the Human Resources Department before registering for any courses.

All employees who utilize this benefit shall meet the admission requirements of the College.

For this College benefit, full-time [benefitted](#) employees must have completed [their probationary period of](#) six (6) months of satisfactory, continuous, and creditable service at the College.

Full-time [benefitted](#) employees may register for up to six (6) credit or equivalent hours per semester. Less than full-time [benefitted](#) employees may register for up to a maximum of three (3) credit or equivalent hours per semester.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: TCC Classes for College Employees	NUMBER: 04-15
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1009.23	SEE ALSO:
DATE ADOPTED: 12/01/97; Revised 11/22/10, 07/01/19	

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TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
POLICY

TITLE: Sick Leave Pool	NUMBER: 04-30
<p>AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.865(6) Florida Administrative Code: 6A-14.0261</p>	<p>SEE ALSO:</p> <ul style="list-style-type: none"> ☐ Board Policy 04-27 and Administrative Procedure 04-27AP: Absence from Duty ☐ Board Policy 04-38 and Administrative Procedure 04-38AP: Maternity Leave ☐ Board Policy 04-39 and Administrative Procedure 04-39AP: Parental Leave
DATE ADOPTED: 12/01/97; Revised 11/22/10; 07/01/19	

A. Eligibility and Enrollment in the Pool

Any full-time, [benefitted](#) employee shall be eligible for participation in the Pool after one (1) year of employment with the College provided ~~that~~ the employee has accrued at least twelve (12) days (96 hours) of accumulated sick leave. Upon enrollment, each participating employee shall make an initial contribution to the Pool of two (2) days (16 hours) from accrued sick leave.

The Human Resources Department shall notify each employee who is eligible to join the Pool concerning the enrollment process and dates. Enrollment in the Pool shall be open during the annual enrollment period of October 15 through 31.

Participation in the Sick Leave Pool shall be voluntary.

B. Use of the Pool

~~Sick Leave Pool hours must be used for the member's own personal illness, accident or injury~~
~~Members shall not be approved to use the Sick Pool for recovery from normal pregnancy;~~

~~however, complications resulting from pregnancy may be considered for approval.~~

Sick Leave Pool hours shall only be used by a participating employee for the employee's catastrophic/serious personal illness, accident, or injury or combination of conditions which has a major impact on life-functions. The following occurrences or situations shall not be considered personal illness, accident, or injury for the purpose of this policy **only** and shall not entitle participating employees to draw from the Sick Leave Pool:

a) Cosmetic surgery, unless such cosmetic surgery results in serious complications or was necessitated by an illness, accident, or injury not excluded under this subsection;

b) Illness, accident, or injury to a member of the employee's family.

c) Normal pregnancy or recovery from childbirth.

e) Any employee who postpones or delays obtaining appropriate medical attention (to correct an existing medical problem) in order to make him/herselves eligible for benefits from the Sick Leave Pool shall be declared ineligible for such benefits.

Use of sick leave from the Pool requires a physician's statement verifying the period of time an employee is unable to work and documentation of a catastrophic/serious personal illness, accident, or injury or combination of conditions, which has a major impact on life-functions.-

Use of leave from the Pool shall at all times be contingent upon the availability of days in the Pool. A participating employee shall not be able to use sick leave from the Pool until all of the employee's accrued compensatory, sick and sick-annual leave has been depleted. The maximum number of days for which an employee may draw sick leave from the Pool shall be limited to ten (10) times the amount of sick leave days that the participant has contributed. A participating employee who uses sick leave from the Pool shall not be required to recontribute leave days to the Pool, except as provided for the replenishment of the balance. -
~~from the Pool shall not be required to recontribute leave days to the Pool, except as provided for the replenishment of the balance.~~

C. Replenishment of the Pool

Contributions shall be made to replenish the overall Pool balance or to replenish an individual account.

The replenishment of the overall Pool balance shall be equally required of all members. The Vice President for Administrative Services shall authorize a call for replenishment when the balance is less than fifty (50) percent of the enrollment contributions balance. Each call for replenishment shall be for one (1) day (eight hours) from each participant in the Pool.

If at the time of replenishment, a member does not have the sufficient number of days to make the required one-day contribution, the member shall automatically be withdrawn from the Pool until enough sick leave is accumulated by the employee to make the required replenishment contribution for immediate reinstatement.

A member may replenish an individual account during the open enrollment period if the balance of usable Sick Leave Pool hours is less than forty hours for that member and the member has accrued twelve (12) days or ninety-six (96) hours of regular sick leave.

A member's contribution rate to replenish an individual account to a maximum of 160 hours will be one hour of regular sick leave for every ten (10) hours or fraction thereof of Sick Leave Pool hours.

D. Withdrawal from Membership in the Pool

An employee may withdraw from the Pool during the annual enrollment period (October 15 - 31) or at the time of a call for replenishment of the Pool. An employee shall be withdrawn from the Pool upon termination of employment or death. An employee who withdraws from the Sick Leave Pool shall not be eligible to withdraw any sick leave already contributed to the pool.

E. Administration of the Pool

The Human Resources Department shall maintain complete and accurate records of the Pool. Each enrollment, contribution, use of leave, and withdrawal by participating members shall be documented on a signed form.

The Human Resources Department shall investigate any alleged abuses of the Pool and shall report its findings to the Vice President for Administrative Services. The Vice President shall determine if the Pool has been abused, and if so, the offending employee shall repay all sick leave used from the Pool and shall be subject to other disciplinary action as provided ~~by the rules of the Board.~~ in Board Policy.

TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y

TITLE: Sick Leave Pool	NUMBER: 04-30
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.865(6)	SEE ALSO: <ul style="list-style-type: none"> □ Board Policy 04-27 and Administrative Procedure 04-27AP: Absence from Duty □ Board Policy 04-38 and Administrative Procedure 04-38AP: Maternity Leave □ Board Policy 04-39 and Administrative Procedure 04-39AP: Parental Leave
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The Human Resources Department shall notify each employee who is eligible to join the Pool concerning the enrollment process and dates. Enrollment in the Pool shall be open during the annual enrollment period of October 15 through 31.

Participation in the Sick Leave Pool shall be voluntary.

B. Use of the Pool

Sick Leave Pool hours shall only be used by a participating employee for the employee's

catastrophic/serious personal illness, accident, or injury or combination of conditions which has a major impact on life-functions. The following occurrences or situations shall not be considered personal illness, accident, or injury for the purpose of this policy only and shall not entitle participating employees to draw from the Sick Leave Pool:

- a) Cosmetic surgery, unless such cosmetic surgery results in serious complications or was necessitated by an illness, accident, or injury not excluded under this subsection;
- b) Intentionally self-inflicted injuries, such as resulting from a suicide attempt;
- c) Illness, accident, or injury to a member of the employee's family.
- d) Normal pregnancy or recovery from childbirth.
- e) Any employee who postpones or delays obtaining appropriate medical attention (to correct an existing medical problem) in order to make themselves eligible for benefits from the Sick Leave Pool shall be declared ineligible for such benefits.

Use of sick leave from the Pool requires a physician's statement verifying the period of time an employee is unable to work and documentation of a catastrophic/serious personal illness, accident, or injury or combination of conditions, which has a major impact on life-functions.

Use of leave from the Pool shall at all times be contingent upon the availability of days in the Pool. A participating employee shall not be able to use sick leave from the Pool until all of the employee's accrued compensatory, sick and annual leave has been depleted. The maximum number of days for which an employee may draw sick leave from the Pool shall be limited to ten (10) times the amount of sick leave days that the participant has contributed. A participating employee who uses sick leave from the Pool shall not be required to recontribute leave days to the Pool, except as provided for the replenishment of the balance.

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TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y

TITLE: Personal Leave	NUMBER: 04-31
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.865(2)(c) Florida Administrative Code: 6A-14.0261	SEE ALSO: — Board Policy 04-27 and Administrative Procedure 04-27AP : Absence from Duty
DATE ADOPTED: 12/01/97; Revised 03/15/99, 11/22/10; 07/01/19	

A. Accrual

Personal Leave is allocated for employees in established positions.

B. Maximum Accumulation of Leave

A maximum of 32 hours per fiscal year may be charged to accrued sick leave for personal (non-sick) reasons. Unused leave for personal reasons shall not be carried over to the next fiscal year.

C. Using the Leave

~~Personal leave requires completion of a Leave Request form and should be approved in advance by the appropriate supervisor.~~ Personal leave may be used for personal (non-sick) reasons and should be approved in advance by submitting a leave request in Workday to the employee's supervisor. **Personal leave is not additional leave.** It is subtracted from the employee's sick leave balance.

If an unforeseen emergency prevents an employee from requesting leave in advance, the employee should notify the supervisor as soon as possible.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

TITLE: Personal Leave	NUMBER: 04-31
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.865(2)(c)	SEE ALSO: Board Policy 04-27 and Administrative Procedure 04-27AP: Absence from Duty
DATE ADOPTED: 12/01/97; Revised 03/15/99, 11/22/10; 07/01/19	

A. Accrual

Personal Leave is allocated for employees in established positions.

B. Maximum Accumulation of Leave

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**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Timesheets <u>in Workday</u>	NUMBER: 06-11
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 06-11AP: Timesheets
DATE ADOPTED: 12/1/97, Revised 1/22/01, 11/22/10; 07/01/19	

Timesheets are the authorization and the only basis for payment of salaries to non-exempt classified staff and contract/grant employees.

Accurate ~~completion-submission~~ of timesheets in Workday is necessary to meet auditing requirements, federal and state laws, and College policies.

The accurate recording of all hours an employee works or is absent from duty is the responsibility of the employee. The department supervisor or dean/division director is responsible for the completeness and timeliness of the timesheets for the employees in that department.

The number of hours worked should be recorded by the employee on a daily basis in Workday. ~~The time entries should equal 40 hours a week for full time and no more than 25 hours a week for part-time unless pre-approved by the supervisor or by Human Resources. All entries on timesheets must be made in ink.~~

~~Should an error be made in the recording of a time entry, the corrected change must be acknowledged by the initials of the supervisor and the employee. Any alteration on the timesheet not acknowledged by initials of the employee is considered a disciplinary offense. Any employee responsible for such alteration shall be subject to immediate discharge.~~

Timesheets must be ~~signed submitted by the employee and the supervisor to be valid and approved by the supervisor to be valid.~~ Any changes to submitted time will be corrected by the supervisor. Any changes to submitted and approved time must be emailed to Human Resources from the supervisor requesting the correction. Time will not be adjusted without the approval from the employee's supervisor.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Timesheets in Workday	NUMBER: 06-11
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO: Administrative Procedure 06-11AP: Timesheets
DATE ADOPTED: 12/1/97, Revised 1/22/01, 11/22/10; 07/01/19	

Timesheets are the authorization and the only basis for payment of salaries to non-exempt classified staff and contract/grant employees.

Accurate submission of timesheets in Workday is necessary to meet auditing requirements, federal and state laws, and College policies.

The accurate recording of all hours an employee works or is absent from duty is the responsibility of the employee. The department supervisor or dean/division director is responsible for the completeness and timeliness of the timesheets for the employees in that department.

The number of hours worked should be recorded by the employee on a daily basis in Workday. The time entries should equal 40 hours a week for full time and no more than 25 hours a week for part-time unless pre-approved by Human Resources.

Timesheets must be submitted and approved by the supervisor to be valid. Any changes to submitted time will be corrected by the supervisor. Any changes to submitted and approved time must be emailed to Human Resources from the supervisor requesting the correction. Time will not be adjusted without the approval from the employee's supervisor.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Work Schedules	NUMBER: 06-12
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 06-12AP: Work Schedules • Board Policy 04-03 and Administrative Procedure 04-03AP: Work Week
DATE ADOPTED: 12/1/97, Revised 5/15/00, 1/22/01, 2/17/03, 11/22/10, <u>07/1/19</u>	

It is the responsibility of supervisors to ensure that staffing schedules for managerial/professional, classified staff, and contract/grant employees are adequate to provide essential, convenient, and efficient services during the business operating day of each office/unit. Furthermore, supervisors are to ensure that non-exempt classified staff or contract/grant employees work no more than a forty (40) hour work week unless overtime is approved.

~~Although the College's standard work week has been established as Monday – Friday, 8:00 am – 5:00pm, a routine employees are expected to adhere to a normal work schedule as determined by the employee's supervisor to best meet the needs of the College. The normal work schedule may vary from the College's standard work week and will be is established for each managerial/professional, classified staff, and contract/grant position (and is documented on the employee's individual position description) and should be approved by Human Resources. , each employee is expected to work whatever schedule may be required by the College as determined by the employee's supervisor. The schedule may be variable from day to day or week to week.~~

~~There may be instances in which the employee may be required to work extra hours or hours that are different from their normal work schedule, such as after hour emergencies or natural disasters. If an employee is required to work extra hours or different from their normal work schedule, it is the responsibility of the supervisor to notify employees one week prior to working or as soon as reasonably possible. Supervisors should consult with Human Resources and appropriate Vice President to ensure overtime and compensatory time are approved in accordance with District Board of Trustee Policy, #06-09, Overtimej.... The immediate supervisor can require an employee to work on a holiday or at any time when circumstances require extra hours to be worked.~~

A. Alternate Work Schedules

In order to serve the best interests of the College, supervisors have the option to set up alternate work arrangements for their employees. These work arrangements may include flexible work schedules, compressed work schedules, ~~and shared employment (job sharing), telecommuting, and teleworking.~~ Alternate work arrangements are time limited and require the written approval of the President or appropriate Vice President.

- Flexible Work Schedule - a flexible work schedule requires a minimum of forty (40) hours of work per week. A flexible work schedule requires an employee to be on duty at work during core business hours as designated by the supervisor. The flexible work schedule also allows a supervisor to set an employee's arrival and departure times outside of the times the office or department is open to serve the public. Crucial operating hours are from 10:00 a.m. to 3:00 p.m. in order to provide optimal customer service. Flexible work schedules will be considered based on the best interests of each department. Employees requesting a flexible work schedule should work between 10:00 a.m. — 3:00 p.m., if the time aligns with the department. During the designated summer time frame, supervisors may approve a time-limited summer flexible work schedule with approval from their Vice President. The dates for the summer period will be established annually by Human Resources.

- Compressed Work Schedule - a compressed work schedule allows an employee to complete the required forty (40) work hours in less than five (5) work days (such as four (4) work days of ten (10) hours each).

~~Shared Employment - a shared employment position shall be identified as a single position and retains its unity for purposes of classification, assignment to a pay grade, and other personnel transactions that apply to the position. Employees filling shared employment positions are less than full-time employees and benefits shall be prorated accordingly.~~

- Telecommuting - telecommuting is defined as a work arrangement whereby an employee is allowed to perform the normal duties and responsibilities of the position through the use of computers or other telecommunications, at home or another place apart from the usual place of work. This alternate work arrangement should represent a benefit to the College and should not be based on the personal needs of the employee. The employee is expected to report to the official work site on a scheduled basis each week.

~~If telecommuting is approved by the appropriate Vice President or President, Human Resources will develop a Telecommuting requires a signed contract between the employee and the College establishing the parameters of the alternate work and alternate work site. This contract is required and must be signed by the employee prior to commencing this type of alternate work arrangement.~~

- ~~Telework - telework is defined as a work arrangement whereby an employee is allowed to perform the normal duties and responsibilities of the position through the use of computers or other telecommunications, at home or another place apart from the usual place of work and is not required to report to the office each week.~~

~~Telework requires a signed contract between the employee and the College establishing the parameters of the work and alternate work site.~~

~~Alternate works schedules are approved on a time limited/temporary basis and should not be in effect beyond one year in duration without re-approval.~~

~~Employee abuse of alternate work schedules will result in the withdrawal of those privileges from such employee and may result in disciplinary action being taken in accordance with TCC Board of Trustees [Discipline Policy, #06-15, Discipline](#).~~

B. Break Periods

~~The College allows (2) two fifteen minute work break periods – one in the morning (or first part of the shift) and one in the afternoon (or second part of the shift) for All full-time managerial/professional, classified staff, and contract/grant employees. Breaks are a privilege and not a right of employees and may be disallowed based on the workload requirements of the as deemed necessary by the supervisor. may be allowed (2) two break periods each day as long as the breaks do not interfere with established work schedules, deadlines, or priorities as deemed necessary by the supervisor. The break periods shall be for no more than fifteen (15) minutes during the first four (4) hour work period and fifteen (15) minutes during the second four (4) hour work period. Work breaks cannot be accumulated, used incrementally, used to compensate for late arrival or early departure, or used in conjunction with the meal period. Employees shall not leave the College's premises during a break.~~

Break periods for less than full-time classified staff and contract/grant employees may be allowed as permitted by the immediate supervisor using a ratio of no more than fifteen (15) minutes for break per four (4) hours worked.

~~Break periods cannot be accumulated, added to lunch periods or scheduled leave, or used to cover late arrival or early departure from duty.~~

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Work Schedules	NUMBER: 06-12
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 06-12AP: Work Schedules • Board Policy 04-03 and Administrative Procedure 04-03AP: Work Week
DATE ADOPTED: 12/1/97, Revised 5/15/00, 1/22/01, 2/17/03, 11/22/10, 07/1/19	

It is the responsibility of supervisors to ensure that staffing schedules for managerial/professional, classified staff, and contract/grant employees are adequate to provide essential, convenient, and efficient services during the business operating day of each office/unit. Furthermore, supervisors are to ensure that non-exempt classified staff or contract/grant employees work no more than a forty (40) hour work week unless overtime is approved.

Although the College’s standard work week has been established as Monday – Friday, 8:00 am – 5:00pm, -employees are expected to adhere to a normal work schedule as determined by the employee’s supervisor to best meet the needs of the College. The normal work schedule may vary from the College’s standard work week and will be documented on the employee’s position description and should be approved by Human Resources.

There may be instances in which the employee may be required to work extra hours or hours that are different from their normal work schedule, such as after hour emergencies or natural disasters. If an employee is required to work extra hours or different from their normal work schedule, it is the responsibility of the supervisor to notify employees one week prior to working or as soon as reasonably possible. Supervisors should consult with Human Resources and appropriate Vice President to ensure overtime and compensatory time are approved in accordance with District Board of Trustee Policy, #06-09, Overtime.

A. Alternate Work Schedules

In order to serve the best interests of the College, supervisors have the option to set up alternate work arrangements for their employees. These work arrangements may include flexible work

schedules, compressed work schedules, and telecommuting. Alternate work arrangements are time limited and require the written approval of the President or appropriate Vice President.

- Flexible Work Schedule - a flexible work schedule requires a minimum of forty (40) hours of work per week. A flexible work schedule requires an employee to be on duty at work during core business hours as designated by the supervisor. The flexible work schedule also allows a supervisor to set an employee's arrival and departure times outside of the times the office or department is open to serve the public. Crucial operating hours are from 10:00 a.m. to 3:00 p.m. in order to provide optimal customer service. Flexible work schedules will be considered based on the best interests of each department. During the designated summer time frame, supervisors may approve a time-limited summer flexible work schedule with approval from their Vice President. The dates for the *summer* period will be established annually by Human Resources.
- Compressed Work Schedule - a compressed work schedule allows an employee to complete the required forty (40) work hours in less than five (5) work days (such as four (4) work days of ten (10) hours each).
- Telecommuting - telecommuting is defined as a work arrangement whereby an employee is allowed to perform the normal duties and responsibilities of the position through the use of computers or other telecommunications, at home or another place apart from the usual place of work. This alternate work arrangement should represent a benefit to the College and should not be based on the personal needs of the employee. The employee is expected to report to the official work site on a scheduled basis each week.

If telecommuting is approved by the appropriate Vice President or President, Human Resources will develop a contract between the employee and the College establishing the parameters of the alternate work and alternate work site. This contract is required and must be signed by the employee prior to commencing this type of alternate work arrangement.

Alternate work schedules are approved on a time limited/temporary basis and should not be in effect beyond one year in duration without re-approval.

Employee abuse of alternate work schedules will result in the withdrawal of those privileges from such employee and may result in disciplinary action being taken in accordance with TCC Board of Trustees Policy, #06-15, Discipline.

B. Break Periods

The College allows (2) two fifteen minute work break periods – one in the morning (or first part of the shift) and one in the afternoon (or second part of the shift) for full-time managerial/professional, classified staff, and contract/grant employees. Breaks are a privilege and not a right of employees and may be disallowed based on the workload requirements as deemed necessary by the supervisor. Work breaks cannot be accumulated, used incrementally, used to compensate for late arrival or early departure, or used in conjunction with the meal period. Employees shall not leave the College's premises during a break.

Break periods for less than full-time classified staff and contract/grant employees may be allowed as permitted by the immediate supervisor using a ratio of no more than fifteen (15)

minutes for break per four (4) hours worked.