

<b>1</b>	<b>NMC Parameters</b>	<b>1414.00</b>
<b>Staff Policy</b>		

1414.00 WORK HOURS CSUPPORT STAFF

I. SUPPORT STAFF

The normal work week for full-time support staff is 37.2 hours during a five-day work week.

II. TECHNICAL/PARAPROFESSIONAL STAFF

The normal work week for full-time paraprofessional staff is 40 hours during a five-day work week.

III. PART-TIME STAFF

Working hours for part-time personnel will be determined by the supervisor.

IV. TIME RECORDS

Individual time sheets showing the actual time worked must be kept by each employee and signed by the supervisor.

V. HOURS BEYOND ESTABLISHED NORMS

Any hours worked beyond norms established must be with permission of the supervisor. The regular hourly rate will apply until 40 hours are reached. Any time worked in excess of 40 hours in a one-week period will be paid at the rate of time and one-half. This will apply to holiday work.

**Support Staff:** Any time worked in excess of 37.2 hours per week should be compensated with scheduled time off. Compensatory time may not be accumulated beyond the same two-week pay period in which it was earned. If an employee is unable to take the compensatory time off, payment for the time will be made.

VI. WORK RESTS AND LUNCH BREAKS

The normal work day allows one hour for lunch, a fifteen-minute work rest in the morning, and a fifteen-minute work rest in the afternoon. Part-time staff who work at least four continuous hours shall have a fifteen-minute work rest during this period. Work rests cannot be accumulated and cannot be used to make up time. Lunch hours and work rests must be coordinated with the supervisor.

**AUTHORIZATION OF ADMINISTRATIVE POLICY**

President's authorization: \_\_\_\_\_

Date authorized: \_\_\_\_\_ Effective Date: \_\_\_\_\_