

MONTGOMERY COLLEGE
Office of Human Resources, Development, and Engagement

Working Hours for Staff Employees & Alternate Work Schedules

FAQ's

WORKING HOURS FOR STAFF EMPLOYEES

Q. What is the normal work day at Montgomery College?

- A.** A normal work day at the College consists of eight hours with thirty unpaid minutes allowed for lunch, for a work day encompassing eight hours and thirty minutes.

Q. What is a normal work week at Montgomery College?

- A.** The normal work week consists of five eight hour work days unless a different workweek is established through a written alternative work schedule agreement.

Q. Who determines the normal workday and normal work week?

- A.** Unit administrators are responsible for setting the normal workday and normal work week for a unit.

Q. Who determines the schedule for each position?

- A.** Supervisors are responsible for setting the schedule for each position in accordance with operational requirements.

Q. What is the work week for time reporting purposes?

- A.** The Montgomery College work week for time reporting purposes begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday.

Q. Are rest periods allowed?

- A.** Supervisors may grant rest periods of fifteen minutes during each half day period of a working day.

Q. Who determines when the rest period(s) will take place?

- A.** The immediate supervisor will arrange the appropriate times for rest periods for employees.

Q. How much time does an employee have for a lunch break and rest period(s)?

- A.** The total amount of time used by an employee for his or her lunch break and rest period(s) may not exceed one hour per day.

Q. Is additional break time allowed for nursing mothers?

- A.** Additional reasonable break time for nursing mothers will be provided for one (1) year after the child's birth in order for the employee to express milk.

Q. Is an employee's work schedule subject to change?

- A.** Associate and support staff employees are generally employed for a specific work day. The College may, however, need to change the work hours of employees in order to meet changing requirements of the unit or College.

Q. Are employees given advanced notice prior to a schedule change?

- A.** Whenever such changes are required, the College will make an effort to implement changes with minimum inconvenience to the affected employees by, where operationally practical, providing at least twenty (20) work days notice of change in work hours intended to continue beyond ten (10) consecutive work days.

Q. Does the College offer flextime?

- A.** An individual employee may request an alteration of the normally scheduled workday or work week. If an employee works in excess of the number of normally scheduled hours on a particular day, the employee may, upon approval by the supervisor, reduce a workday in consideration of the time worked on an hour-by-hour basis within the same work week (again, the MC workweek is Saturday to Friday); however, the alteration of the normally scheduled workday or work week does not permit compensatory time (excess hours worked carried over as time off from one work week to another).

Q. How many hours is a full-time administrator expected to work?

- A.** Full-time administrators are expected to work the number of hours required to perform their assigned duties as management personnel, but not less than forty (40) hours per work week.

ALTERNATE WORK SCHEDULES (AWS)

Q. What benefits does an alternative work schedule provide?

- A.** An alternative work schedule is intended to help the College meet its operational requirements including;
- recruit and retain excellent employees;
 - provide more flexible work arrangements for eligible employees; and
 - assist in the community effort to reduce outdoor air pollution and traffic congestion attributable to automobile travel.

Q. Can an employee have an alternate work schedule and telework at the same time?

- A.** Given the potential impact on customer service and operational needs, it is unlikely that a staff member approved for an alternative work schedule would also be approved for telework per 32500CP.

Q. What type of alternative work schedules are available?

- A.** There are different alternate work schedules available for specific occupational classes.

Q. What are the different occupational classes?

- A.** For purposes of the AWS, the occupational classes are broken down into the following three categories:
- Administrators
 - Exempt Staff
 - Non-Exempt Staff

Q. What is the difference between exempt and non-exempt employees?

- A. Exempt** employees are those employees in occupational classes designated as exempt in accordance with the Fair Labor Standards Act (FLSA).

Non-Exempt employees are employees in occupational classes designated as non-exempt in accordance with FLSA. Non-exempt employees are entitled to overtime pay at the rate of time and one-half.

Q. What if I am uncertain of my exempt or non-exempt occupational status?

- A.** To verify your occupational status, please refer to your Class Specification provided by the Office of the Human Resources, Development, and Engagement.

Q. Can an Administrator work an alternative work schedule?

- A.** Yes, Administrators may request an alternative work schedule during the months of July and August.

Q. What alternate work schedules can an Administrator work?

- A.** During the months of July and August, Administrators may choose from the following weekly alternative work schedules:

Four ten-hour days	(Schedule A)
Four nine-hour days and one four-hour day	(Schedule B)
Eight nine-hour days and one eight-hour day for a two-week pay period	(Schedule C)

Q. What alternative work schedules are available to exempt Associate and Support Staff?

- A.** Exempt Associate and Support Staff may choose from the following weekly alternative work schedules:

Four ten-hour days	(Schedule A)
Four nine-hour days and one four-hour day	(Schedule B)
Eight nine-hour days and one eight-hour day for a two-week pay period.	(Schedule C)

Q. What alternative work schedules are available to non-exempt Associate and Support Staff?

- A.** Non-Exempt Associate and Support Staff may choose from the following weekly alternative work schedules:

Four ten-hour days	(Schedule A)
Four nine-hour days and one four-hour day	(Schedule B)

Q. Who approves an alternative work schedule?

- A.** The decision to allow an employee to work an alternative work schedule will be made by the administrative unit head and the appropriate vice president, senior vice president, or chief of staff.

Q. How long can an alternative work schedule be granted?

- A.** An alternative work schedule may be granted up to 12 months.

Q. Is there a form to request an alternate work schedule?

- A.** Yes, the form is accessible online via the OHRDE website.

Q. What must be included on the form?

- A.** The form must include the length of time for which the alternative work schedule may be granted up to 12 months. It must also include the type of schedule requested, and the specific hours and days of work.

Q. What should a supervisor take into consideration when approving an alternative work schedule?

- A.** In determining whether to endorse an alternative work schedule, the administrative unit head, the appropriate vice president, senior vice president, or chief of staff must consider whether:
- Service delivery to internal and external customers will be maintained;
 - Operational requirements will be met;
 - Adequate coverage for offices or operations will be maintained during normal periods of public service;
 - Satisfactory performance of the employee is evidenced by the most recent performance evaluation;
 - There will be a positive impact on the environment;
 - Increased employee engagement will be supported through improved work/life balance.
 - There will be any budgetary impact of such a request.

Q. How do I apply for an alternate work schedule?

- A.** Employees who wish to request an alternate work schedule, should review College Procedure 32305CP, Working Hours for Staff Employees, and discuss the matter initially with their immediate supervisor.

To submit a formal request, employees should complete the appropriate Alternate Work Schedule (AWS) Application available online via the OHRDE website or via the following link: <https://cms.montgomerycollege.edu/EDU/Department2.aspx?id=20450>

Once the administrative unit head and the appropriate vice president, senior vice president, or chief of staff have endorsed an alternative work schedule request, the form should be forwarded to the VP of Human Resources, Development, and Engagement for review. In the event the proposed work schedule does not comply with the AWS procedures, the Office of Human Resources, Development, and Engagement shall return the agreement with guidance regarding the procedure.

Q. Can I make changes to the agreement once it has been approved?

- A.** Subsequent changes in schedules may be initiated at any time provided they are in accordance with the appropriate schedules. Any proposed modification to the AWS agreement will follow the same process.

Q. How often must the agreement be reviewed?

- A.** The agreement will be subject to review and renewal no less frequently than annually, twelve months from the date the arrangement began or was last renewed. Whenever there is a change in supervision, the unit will review and determine whether to continue all alternate work schedules.

Q. As a supervisor, what if I approve an alternate work schedule and the needs of the unit change?

- A.** Where operationally practical, supervisors may terminate the alternate work schedule arrangement upon twenty (20) work days notice to the employee.

Q. As an employee, what if I engage in an alternate work schedule but find it is not right for me. Can I return to my former work schedule?

- A.** Employees who have an alternate work schedule may return to their former work schedule by notifying their supervisor five days in advance of terminating the arrangement.

Q. How do I report my time?

- A.** An employee should report his or her time as actual hours worked. For example, if an employee works the four ten-hour day alternate work schedule (Schedule A), the employee would report the following (assuming customer service hours are Monday – Friday):

	Sat	Sun	Mon	Tues	Wed	Thur	Fri
Regular Pay (Regular Hours Worked)	0	0	10	10	10	10	0

Q. How do I report leave?

- A.** Leave, regardless of the category will be recorded to the corresponding hours of the established schedule. For example, if an employee works the four ten-hour day alternate work schedule (Schedule A), and calls in sick, 10 hours of sick leave must be reported on the day the employee was absent. The same is true in reporting holiday hours.

Q. What if an official holiday falls on my scheduled day off?

- A.** When an official holiday falls on your regularly scheduled day off, you shall not be paid for that day. However, in those situations where an alternate work schedule serves to reduce a full-time employee's number of paid holidays below the minimum number received by those working a

regular work schedule, the employee will be permitted to take a day off during the same pay period or the subsequent pay period, unless the needs of the College require that the day off be taken at a later time. Hours on the alternative holiday should be entered on the time sheet in the row entitled "Holiday."

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