

E-2f(1) PROCEDURE Work Schedules

Faculty

Full-time Faculty with a 1.0 full time equivalency factor (FTE) are contracted for 213 days based on a quarter calendar. Refer to the Instructional Handbook and the current Faculty Association Agreement for scheduling considerations and Base Workload definitions.

Faculty who are contracted for less than a 1.0 FTE contract, a special schedule will be determined at the time of appointment as approved by the Vice President for Instruction or designee.

Other Employee Classifications

Full-time employees with an FTE greater than 0.75 in all classifications other than the faculty classification are scheduled to work forty (40) hours per week times their FTE, with flexibility to adjust schedules as needed to meet the needs of the division/program or the institution. The Responsible Administrator or designee is responsible for reviewing and approving each employee's schedule.

Part-time employees in all classifications other than the faculty classification are those who work less than twenty-nine (29) hours per week a schedule and assignment will be determined and agreed to at the time of employment and approved by the Responsible Administrator or designee.

Adopted Date: 07/15/1997; revised 6/20/2017