

College Procedure: 404.4 – Work Hours and Attendance

Policy Reference:	404 – Employment Relationship
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	08/11/2011

Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

This procedure addresses the normal working hours of employees and ensures that all Kirkwood departments are staffed during business hours.

The Procedure

All Kirkwood departments must be staffed from 8am to 5pm and it is expected that a minimum of one person will be available to respond to phone calls. Employees are expected to be at their work site at the time arranged with their supervisor. For most employees the starting time will be 8am, although work hours may vary according to shift or work assignment. If it is not possible to be at the work site at your designated time, it is necessary for the employee to contact the direct supervisor or designated individual in the department to inform them of the expected length of absence or tardiness.

All full-time employees should receive a minimum 30-minute unpaid lunch break, when an employee works a shift of 6 or more hours. Employees are to be relieved of all duties during their lunch break. Employees should not answer phone calls, emails, etc. while at lunch. Lunch breaks should not be added to the start or end of a day.

Non-exempt employees working a minimum of an 8-hour shift, may be provided up to 2 paid break periods of up to 15 minutes. Breaks cannot be saved or added to unpaid lunch break periods or to the beginning or end of the scheduled work day. If a break is not taken on a given day, they cannot be added to another work day.

An employee who does not call or report to work for two consecutive days is considered to have voluntarily resigned employment with Kirkwood. Supervisors experiencing this situation should contact Human Resources immediately.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	08/11/2011	Jim Choate, Vice President, Finance	New procedure
2	05/17/2017	Mick Starceovich, President	New template
3	07/15/2019	Cabinet	Procedure template