

**College Procedure: 404.23 – Facilities and Public Safety Work Hours**

Policy Reference:	404 – Employment Relationship
Responsible Department:	Facilities and Public Safety
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Facilities and Public Safety
Effective Date:	05/01/2022
Version Number:	1
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

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### **Reason for Procedure**

Kirkwood Community College Facilities & Public Safety Division requires specialized scheduling to accomplish daily responsibilities to the College and its stakeholders. This procedure addresses employee shift schedules and differential, summer hours, on-call rotations, emergency and snow removal events, and any other scheduling events unique to Facilities & Public Safety employees. This procedure applies to all departments: Maintenance, Custodial, Automation, Grounds, Operations, Public Safety, and Construction within the Facilities & Public Safety Division.

### **The Procedure**

**Hours of Operations** - Facilities and Public Safety core business hours are Monday - Friday 8:00am-5:00pm, except for holidays and other reduced operational periods throughout the year. During core business hours, personnel must be available to answer phones, serve customer needs and assist with work requests. Departments are required to have adequate staff coverage during core hours. Supervisors may staff hours beyond the core hours to meet operational needs.

**Summer Hours** - Summer hours provide employees with the benefit of a shorter more flexible workweek in the summer. Summer hours begin the Monday following Commencement and continue for 12 weeks. Summer hours are subject to change on a year-to-year basis. Hours of operations will remain Monday-Friday 8:00am-5:00pm. Facilities and Public Safety employees are scheduled for 36-hour workweeks.

During summer hours, non-exempt employees must complete 40 work hrs. before the overtime compensation rate applies.

Two holidays fall during summer hours, Memorial Day and Independence Day. Employees are paid for 9 hours of holiday pay on those days.

**Shift Differential** - Work schedules may vary by department based on operational needs and assignment by the supervisor.

Lunch breaks are 30 minutes, unpaid.

Non-exempt staff working a minimum of an 8 hours shift, may be provided up to 2 paid break periods of up to 15 minutes. Breaks cannot be saved to add onto unpaid lunch break periods or to the beginning or end of their schedule workdays. If a break is not taken on a given day, they cannot be added to another workday.

Non-Exempt FT staff working between the hours of 6:00pm-6:00am M-F or the 24 hours in Saturday or Sunday's will receive an additional \$2.00 of shift differential pay. Shift differential wage is included in OT pay calculations. Employee eligible for shift differential complete a separate timesheet for the shift differential pay. Your supervisor then approves the timesheet.

**Leave Request forms** - (Employee Leave Reports) for paid time off are to be submitted to the employee's immediate supervisor and approved prior to the utilization of leave. Employees are asked to submit requests at least two weeks prior to any scheduled time off, unless the request is due to an unexpected situation or illness. Efforts will be made to schedule time off as requested, but College operations and schedules may require an employee to adjust his or her time off.

**Overtime** - Non-exempt employees are eligible to receive overtime compensation at the rate of one and one-half times their regular rate of pay for hours worked in excess of 40 hours in any one-week period, which runs Sunday through Saturday. Paid or unpaid leave is not applied towards working hours.

Kirkwood does not offer compensatory time, non-exempt employees working more than 40 hours in one week must be paid overtime.

The employee's immediate supervisor must approve overtime worked by non-exempt employees in advance. Employees are not permitted to work beyond 40 hours in one week without supervisory approval. Nor is it permissible for employees to voluntarily work through their lunch breaks. If employees find an error in overtime calculations, report to supervisor and payroll for review and possible correction.

**Flex-Time** - Overtime hours can be used as flextime within the workweek the OT was accounted. Flextime must be approved by your supervisor to ensure adequate staffing.

**Emergency and Snow Removal Schedules** - Facilities & Public Safety employees are required to report/remain at work to continue essential College services. Non-exempt employees may receive additional compensation for working outside of their normal schedule when the College is closed or during extenuating circumstances.

During Closures when employees are called in for snow removal or for other College emergencies, they will be guaranteed a minimum of two (2) hours of pay if they meet the conditions set forth. To be eligible, employees must answer on the first call and report to work within a reasonable amount of time.

On College closure days non-exempt employees performing essential functions like snow removal or emergency cleanup will be compensated for straight time plus a rate of one and one-half times their regular rate of pay for hours worked during college closures. Employees are to make all efforts to attend at the time designated by their supervisor.

Employees who had vacation or personal leave time scheduled and approved prior to being asked to do said work will be compensated at their standard overtime rate for those hours despite not having worked over 40 hours within that week. This only applies for snow removal and emergency call-ins.

**Holiday Pay** - Employees that are schedule to work a holiday, they will receive straight time plus a rate of one and one-half times their regular rate of pay for hours worked during college holiday closure.

**On-Call** - Many non-exempt positions are placed in an on-call schedule in an effort to support Facilities related emergencies.

- Employees will be placed in an on-call schedule starting at the beginning of each F.Y.
- Initial calls for service are taken by the site supervisor and then routed to the on-call techs for dispatch.
- Changes to the on-call schedule must be reapproved by the month's site supervisor.
- Techs must maintain sobriety and answer within 15 minutes of supervisor call or message.
- Minimum of 2 hours of pay will be provided during hours engaged with on-call.
- Hours worked will be paid as overtime (time and  $\frac{1}{2}$ ) or an adjusted work schedule within the same work week (Monday-Saturday).
- Other specializations or contractors may be called depending on repair complexity.

## References

402.1 COMPENSATION

402.2 OVERTIME

402.9 HOLIDAY

402.10 VACATION

402.11 PAID LEAVE

402.12 UNPAID LEAVE

404.5 SUMMER HOURS PILOT

FACILITIES SNOW REMOVAL AND OVERTIME COMPENSATION

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	05/01/2022	Cabinet	Procedural changes for summer hours
2	12/13/2022	Cabinet	Approval of Shift Differential language