

## College Operating Procedures (COP)



**Procedure Title:** Scheduling Work  
**Procedure Number:** 05-0501  
**Originating Department:** Office of Human Resources

**Specific Authority:**

Board Policy 6Hx6:5.02  
Florida Statute 1012.81-83  
Florida Administrative Code

**Procedure Actions:** Adopted: 11/21/1996;7/1/2000;12/2/2008; 02/16/2010; 11/1/2010;  
02/17/2020; 07/23/2024

**Purpose Statement:**

To provide College employees information and procedures regarding the workday and work week.

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**Guidelines:**

Offices must remain open and services must be provided during designated hours. Any absence from duty requires authorization from the appropriate authority. Such absence must be approved as far in advance as is reasonably possible and recorded through the Online Leave Request workflow located in the Florida SouthWestern State College Portal, under Employee Resources.

Any employee absent from duty without appropriate authorization may lose compensation for the period of absence and may be subject to dismissal.

**A. Administrative Office Week**—the official hours for administrative offices are from 8:30 a.m. to 4:30 p.m., Monday through Friday, for all designated duty days prescribed in the duty-day calendar for 12-month personnel. Because of the nature of services provided by certain areas, special office hours may be required of personnel working in those areas.

**B. Work Week**

- 1. Faculty**— the work week is outlined in the Collective Negotiations Agreement between Florida SouthWestern State College District Board of Trustees (Public Employer) and Florida SouthWestern State College Faculty Federation Union.
- 2. Executive, Administrative, and Professional Exempt Personnel**— the official work week will be comprised of a minimum of forty (40) hours or until the task(s) is (are) done.

**Career Service Non-Exempt Personnel**—the official work week will be comprised of forty (40) hours regardless of the classification of the position

- C. Meal Periods**—a paid thirty (30) minute meal period is included in the work schedule for all full-time non-exempt employees. Part-time employees working more than six (6) hours in a day can take a non-paid 30-minute meal period. An employee may not forego this non-paid meal period except on an occasional basis and only with advance approval by the supervisor. Meal periods cannot be used to shorten any employee's work shift.
- D. Appointments During Working Hours**—Career Service non-exempt employees must take leave (sick or vacation) for medical or other appointments scheduled during working hours. At the supervisor's discretion, an adjustment in work hours during that same week may be authorized in advance, in lieu of taking leave. Exempt employees shall not take leave for partial day absences except in accordance with Federal, state, or local laws including but not limited to the Family and Medical Leave Act. All employees may be required by the supervisor to document a medical appointment and the time taken.
- E. Class Attendance During Working Hours**—Employees cannot take credit or non-credit classes during working hours. In-service training courses or seminars taken to acquire/update skills or knowledge needed in the position may be taken during the workday when authorized by the supervisor. Typically, in-service training is a one-time training and not ongoing throughout a semester.
- F. Flexible Working Hours**—A supervisor may approve a flexible schedule for an employee if it is in the best interest of the department or college or is of a temporary nature at the request of an employee. A supervisor is not required to grant a flexible schedule; however, if the supervisor approves such schedule change, it should be for a limited period of time. There should be no expectation that such a schedule will become permanent.
- G. Out-of-District Travel**—Regular employees traveling outside the College district (comprised of the counties of Charlotte, Collier, Hendry, Glades, and Lee) during a duty day require either an approved leave of absence or an approved travel request.
- H. Attendance Standards**  
Punctuality and regular attendance are essential to the proper operation of any business. These also help the employee to establish a good working reputation and add to his/her opportunity for advancement.

If an employee is unable to report for work for any reason, if he/she will arrive late, or must leave early the immediate supervisor or, in his/her absence, the next-line supervisor, must be notified before starting time.

Excessive absences by an employee decreases productivity and causes undue hardship on the department. The College reserves the right to require a physician's release when an employee returns to work following a disability.

In order to operate the College effectively, we ask that employees keep us informed of their status when they are off work because of illness or accident. If an employee fails to notify the College after three (3) days of consecutive absence, the College will presume he/she has resigned.