

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: [Click here to enter text.](#)

Policy Title: WORK HOURS - FACULTY

Policy Statement: Faculty members are exempt employees and are not eligible for compensatory time. A primary expectation of faculty is quality instruction. Therefore, it is generally understood that the faculty member will devote whatever time is required to do the job. It is expected, however, that full-time faculty will work a minimum of 35 hours on campus or at an approved work site each week over a five-day period (Refer to Article IV, Section A of the Negotiated Agreement). Lunch schedule is not part of the work load schedule. During the regular workday, as defined in the Flextime Policy, faculty are expected to remain on campus or at an approved work site to discharge responsibilities unless an approved flextime schedule is established with the Division Director. Responsibilities include classroom instruction, office hours, individualized instruction, counseling and advising functions, supervising learning activities, professional growth activities, committees, etc. This may include both day and evening classes.

Faculty who receive extra pay for additional hours through overload, Comprehensive Learning Center, seminar training, instruction for outside agencies, activities or assignments outside their regular duties may not use these work hours as part of their regular workday.

Each Division Director must maintain a current schedule of all employees' work hours. Class hours will be posted in a highly visible location by the first week of class for each teaching session: summer, fall, and spring.

Procedures: [Click here to enter text.](#)

Contacts: Director of Human Resources

Approved Date: 2/1/2020

Policy History: [v1: 9/17/2013](#) [v2: 9/17/2013 2/1/2020](#)

Keywords: flex time, work hours, overload

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