

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: Click here to enter text.

Policy Title: WORK HOURS - EXEMPT

Policy Statement: A primary expectation of GCCC employees is service to students. Therefore, it is generally understood that GCCC employees will devote whatever time is required to do the job. During the regular work day, as defined below in Flextime section, all staff are expected to remain on campus or at an approved worksite to discharge responsibilities unless an approved flextime schedule is established. Each supervisor must maintain a current schedule of all employees' work hours.

Employees receiving extra pay for supplemental duties or activities and assignments outside his/her regular duties may not use these work hours as part of his/her regular workday.

Procedures:

Contacts: Director of Human Resources

Approved Date: 8/1/2013

Policy History: [v1: 9/17/2013](#) [v2: 9/17/2013](#) [v3: 10/28/2013](#)

Keywords: WORK HOURS, EXEMPT

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