

## Employee Handbook

### Classification, Compensation and Payroll

Adopted by President's Cabinet 11/22/16

#### *Workweek*

The workweek is defined differently according to the employment status of the employee.

#### *Faculty Employees*

See EGSC Faculty Handbook for current policy.

#### *Staff Employees*

Employees who are exempt from overtime/compensatory time requirements of the Fair Labor Standards Act are expected to perform their duties for whatever periods of time are required of the position. Such employees are not eligible for overtime pay or compensatory time off. A minimum work week of forty hours is observed by all full-time staff employees. The requirements of the various operations of the college are diverse and different work schedules may be adopted to meet those needs. The schedules for a given department are established by that department head, subject to the approval of the appropriate administrative officer. Most administrative offices shall be open from 8:00 AM to 5:00 PM, Monday through Friday. Some evening hours may be required in some departments. The standard lunch break will be one hour and established by mutual agreement between the employee and the supervisor.

For non-exempt employees, travel time during normal work hours is considered work time. Travel time on weekends during normal hours (Ex. 8:00 AM to 5:00 PM) is considered work time. For travel outside of normal work hours, time spent as driver of a vehicle and **time spent by a passenger performing work related activities is considered work time**. Supervisors are responsible for verifying compensable work hours.