

Procedure

Procedure No. 3.02.29
 Effective Date 2/27/02

<p><i>(Impact Area - Dept Name)</i></p> <p>All non-faculty employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Alternate Work Schedules</p>
	<p>Author:</p> <p>Human Resources</p>	<p>Supersedes Procedure #</p> <p>new</p>
<p>Relates to Policy #</p> <p>3.02.25 Holiday Pay – Non-exempt employees 3.04.01 Illness, Injury, Bereavement, and Emergencies</p>	<p>Impact:</p> <p>All non-faculty employees</p>	
<p>Legal Citation (if any):</p>		
<p>North Idaho College</p>		

Procedure Narrative

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Flexitime: The supervisor and supervising vice president are the approval authority for flexitime.

Holiday Pay: All benefited, classified (hourly, non-exempt) employees of like classification shall be treated equitably with regard to hours of employment, holidays, and sick and vacation leave. Appointing authorities will suspend all alternate work schedules and revert to a standard workweek during holiday weeks in order to ensure equity among members of this classification.

A standard workweek is Monday through Thursday, 7:30 a.m. to 5:00 p.m. and Friday 7:30 a.m. to 2:30 p.m. or what is considered as the published standard workweek for that department prior to this procedure. Employees on an alternate work schedule will fall under the general guidelines for holidays as all members of the affected job classification equally.

Example: Thanksgiving Week – All employees work 7:30 a.m. to 5:00 p.m. on Monday and Tuesday and will receive Wednesday, Thursday, and Friday as paid holiday time. An employee working a compressed workweek would follow the same schedule and the compressed workweek begins again the following week.

- a. Example: Weeks in which holidays fall on a Monday – All employees will receive Monday as paid holiday time, and will report to work 7:30 a.m. to 5:00 p.m. on Tuesday through Thursday and work Friday 7:30 a.m. to 2:30 p.m. Alternate work schedule employees will revert to their alternate schedule the week following the holiday week.

- b. Example: Holidays that fall on variable or days other than Monday – the week will reflect that day as a paid holiday and the balance of the work week will be the standard workweek. Alternate work schedule employees will revert to their alternate schedule the week following the holiday week.

Campus Closure Days: All weeks that include early closure or planned campus closure are to be considered the same as holidays in that the standard workweek will be observed. An exception may be snow days as those days may still be considered workdays for some departments.

Vacation Leave Accrual and Usage: Vacation for alternate schedules will be accrued at the same rate as all members of the affected job classification equally. Therefore, that standard college workweek is to be observed when accruing or utilizing vacation leave, hour for hour. Utilization for all employees who accrue vacation leave is to be reported by the employee to the department head or designated assistant in actual hours (except exempt staff who report strictly in quarter $\frac{1}{4}$ day increments) who will then report use in quarter ($\frac{1}{4}$) day increments to the business office on the month following use.

A standard eight-hour workday is reported as 2 hours = $\frac{1}{4}$ day; 4 hours = $\frac{1}{2}$ day; 6 hours = $\frac{3}{4}$ day; 8 hours = 1 day.

For those individuals on four ten-hour days, a whole vacation day is considered 1.25 days when being reported.

The hours would be reported as 2 hours = $\frac{1}{4}$ day; 4 hours = $\frac{1}{2}$ day; 6 hours = $\frac{3}{4}$ day; 8 hours = 1 day; 10 hours = 1.25 day.

Sick Leave: Is to be accrued and utilized in the same manner as stipulated above for vacation leave for exempt and non-exempt employees.

Overtime and Compensatory Time: NIC generally does not pay overtime wages; rather, as a public employer, NIC chooses to compensate non-exempt, hourly classification employees in time off at the rate of one and one-half times the hours worked in excess of 40 hours per week.

Example: If an employee works a 40-hour workweek plus an additional two hours during the standard workweek, the employee will accrue 2×1.5 , or 3 hours of "comp" time to be used at the discretion of the employee with the supervisor's approval.

Notification Process: Upon the approval by the appropriate parties, the supervisor will inform the human resources director of any changes in the work schedule for the employee(s) involved including a sample work schedule and any time limits or restrictions. Notification is accomplished by formal memorandum to human resources, signed by the employee and the appropriate authority, and is filed in the employee's personnel file.