

4100.1 WORK YEAR

Depending on the nature of the position and departmental needs, classified staff may be assigned to yearly work schedules of 9 to 12 months.

4100.2 WORK WEEK

The basic work week for classified personnel is Monday through Friday. To comply with Fair Labor Standards Act, the work week for overtime purposes is considered to be Sunday through Saturday.

4100.3 DAILY SCHEDULES

- A. Work schedules are assigned by the supervisor to meet the needs of the college.
- B. Daily work schedules may vary according to the nature of the position.
- C. Work schedules may be changed by the supervisor upon adequate notice as per WAC 251-09-025. Work schedule changes requested by the employee must have prior written approval by the supervisor with a copy of the notice sent to the Human Resources Office to be included in the employee's personnel file.

4100.4 MEAL PERIODS

- A. No employee shall be required to work more than five (5) hours without a meal period. All employees shall take their scheduled meal period unless prior approval has been given for an emergency situation by the supervisor.

4100.5 REST PERIODS/BREAKS

- A. Employees shall be allowed a paid 15-minute break for each four (4) hours of working time.
- B. Each eight (8) hour shift shall include two (2) rest periods, even though the shift is unevenly divided.