

# **NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-7242.0**

## **STAFF LOAD (NON-FACULTY)**

### **1. PROCEDURE SUMMARY STATEMENT**

To define employee workload for staff other than instructional members (faculty).

### **2. DEFINITIONS**

- 2.1 Full-time Staff – staff members, other than instructional members, are those who work a minimum of forty (40) hours per week. The minimum number of compensable hours in the College fiscal year is 2,080.
- 2.2 Work week - The standard work schedule for all full-time College employees is a forty-hour week. The College work week begins on Sunday at 12:01 a.m. and ends on Saturday at midnight.

### **3. PROCEDURE**

- 3.1 All full-time College staff members, other than instructional members, will work a full College fiscal year exclusive of approved holidays and paid vacation days.

### **4. APPLICABILITY**

N/A

**ISSUE DATE:** 08/10/2022

**EFFECTIVE DATE:** 08/10/2022

**REVISION DATE(S):**

**PRIOR POLICY/PROCEDURE NUMBER:** BP-7222; BP-7242

**SCHEDULE FOR REVIEW:** 2027

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RELATED PROCEDURES/ REFERENCE:** none

**PROCEDURE KEY WORDS:** Staff Workload; Work Week