



ANTELOPE VALLEY COLLEGE
Office of Human Resources and Employee Relations

EMPLOYEE WORK SCHEDULE (NON-EMEMPT)
(Instruction Page attached)

TODAY'S DATE: _____

EMPLOYEE NAME: _____ **DEPT.:** _____

FTE/MONTHS WORKED PER YEAR:

____ **Regular Full-Time (40 hours/week):** ____ # Months per year
 ____ **Permanent Part-Time:** ____ % FTE ____ Total hours per week ____ # Months per year

PLEASE SELECT THE WORKWEEK YOU WILL BE WORKING:

- ____ **Four 9-hour days (Monday – Thursday) and one 4-hour day (Friday)**
- ____ **8 hrs/day, 5 days/week**
- ____ **9/80 (First week: Four 9-hour days and one 8-hour day; Second Week: Four 9-hour days)**
- ____ **4/10 (Four 10-hour days each work week)**
- ____ **Other: Please specify # hours/days** _____

EFFECTIVE DATE(S)* OF WORK SHEDULE: **Beginning:** _____ **Ending:** _____

**Note: A new form must be completed each time a change occurs.*

DAY	WORK START TIME	UNPAID LUNCH BREAK	WORK START TIME	WORK END TIME
<i>Example: Any day</i>	7:30 a.m.	12:00 p.m.	12:30 p.m.	5:00 p.m.
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Employee Signature/Date

Supervisor Signature/Date

Original to Office of Human Resources/Personnel File
 cc: Employee
 Supervisor
 Payroll
 HR/Leave Accounting



ANTELOPE VALLEY COLLEGE
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INSTRUCTION PAGE: EMPLOYEE WORK SCHEDULE (NON-EXEMPT)

The Office of Human Resources must have a record of each non-exempt classified employee’s work schedule for accurate leave accounting and payroll purposes.

In addition, the Fair Labor Standards Act (FLSA) requires employers to keep records on wages, hours, and other items, as specified in Department of Labor recordkeeping regulations. Most of the information is of the kind generally maintained by employers in ordinary business practice and in compliance with other laws and regulations. With respect to an employee subject to the minimum wage provisions or both the minimum wage and overtime pay provisions, records that must be kept include hour and day when workweek begins and total hours worked each workday and each workweek.

Normal Workweek and Modified Workday/Workweek, pursuant to Article XII of the Classified Collective Bargaining Agreement

12.0. The normal workweek for a full-time unit member shall be 40 hours per week. The normal workday shall be eight (8) hours. Other schedules may be adopted in accordance with Article 12.2.

12.2. Modified Workday/Workweek

Individual departments, with approval of the appropriate vice president or the president, may establish a workday/workweek for all or certain classes of unit members or for individual unit members within a class when by reason of the work location and duties actually performed, their services are not required for a workweek of five (5) consecutive days. The vice president or president may withdraw approval if it is determined that the services of an individual employee or an employee group are required for a workweek of five consecutive days. A modified work schedule may be initiated by the employee or the supervisor. Individual departments and employees can use, but are not limited to, one of the modified schedules listed below:

Days	9/80	4/10	Four 9's & ½ day
Mon	9	10	9
Tue	9	10	9
Wed	9	10	9
Thu	9	10	9
Fri	8/0 (Every other Fri off)	0	4

The establishment of a modified workday/workweek must be approved by a majority of the regular unit members affected.

Completion Instructions:

1. Complete an Employee Work Schedule (Non-Exempt) form
2. Employee and Supervisor sign the form
3. Keep a copy for employee and supervisor
4. Submit original completed and signed form to the Office of Human Resources
5. A new Work Schedule form must be completed each time a change occurs to the work schedule
6. If you have any questions, contact the Director of Human Resources, ext. 6610