

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Definition of Work Week and Work Day	<u>Number</u> 402
Related Policy:	Time of Service for Work Credit – 6Hx20-4.006	<u>Page</u> Page 1 of 1

I. Purpose

To define the work week and work day for Instructional Personnel and Non-Instructional Personnel.

II. Procedure

A. Work Week

1. Instructional Personnel
The work week for instructional personnel shall be 35 hours of duty time including the teaching load hours (excludes summer).
2. Non-Instructional Personnel
The work week for non-instructional personnel is five (5) days per week including evening and weekend assignment. The summer work week is four (4) days per week.

B. Work Day

1. Instruction Personnel
The work day for instructional personnel is seven (7) hours.
2. Non-Instructional Personnel
 - a. The normal work day for non-instructional personnel is 7:30 a.m. – 4:00 p.m. (or as approved by the appropriate Vice President) with a one (1) hour lunch period. The summer work day is 7:00 a.m. – 5:00 p.m. with a 40 minute lunch period.
 - b. Second shift – The normal work day for an employee working the second shift begins at 12 Noon or thereafter, but prior to 8:00 p.m., with a one hour dinner period. The summer work day is a ten (10) hour shift with a 40 minute dinner period.
 - c. Third Shift – The normal work day for an employee on the third shift begins at 8:00 p.m. or thereafter, with a one hour dinner period. The summer work day is a ten (10) hour shift with a 40 minute dinner period.

Responsible Official: Director, Human Resources

President's Signature:



Date: 02/21/2017