The college president is authorized to establish work days and work hours for all college employees. Each department’s hours of operation will be determined by their supervisor and appropriate cabinet member. Supervisors are responsible for creating and monitoring a work schedule for each employee that maintains their position and maximizes the efficiency of their department.

The Three Rivers College normal workweek is Monday through Friday, as set out below:

**Exempt Employees (Whose Regularly-Assigned Duties Do Not Include Teaching):**

The normal workday for full-time exempt employees whose regularly-assigned duties do not include teaching begins at 8:00 a.m. and ends at 5:00 p.m. with one hour for lunch. Full-time exempt employees are expected to work a minimum of 40 hours per week. Exempt employees may be required to work more than 40 hours per week when deemed necessary. During the summer, generally from June through July, the college normally operates a four-day workweek.

All full-time exempt employees will work an 11-hour day, from 7:00 a.m. to 6:00 p.m., including one hour for lunch, Monday through Thursday.

Hours of work may vary for all part-time exempt employees whose regularly-assigned duties do not include teaching. “Part-time” employees are those who work less than thirty (30) hours per week, as assigned by their supervisor.

If an exempt employee whose regularly-assigned duties do not include teaching is hired to teach a course, and that course meets during the employee’s regularly-scheduled day, the employee shall make up time missed during the regular work day in order to teach the course.

**Non-Exempt Employees (Whose Regularly-Assigned Duties Do Not Include Teaching):**

A normal work day for full-time non-exempt employees whose regularly-assigned duties do not include teaching consists of nine (9) consecutive hours of work (normally 8:00 a.m. to 5:00 p.m.) to include a sixty (60) minute unpaid duty-free lunch, for a forty hour workweek. The hours include college holidays or paid leave within a single workweek. It is expected that the work hours established be maintained. Any changes to an employee’s normal work schedule must be approved in advance by the supervisor and appropriate cabinet member.

During the summer, generally from June through July, the college normally operates a four-day
workweek. All non-exempt full-time employees will work an 11-hour day, from 7:00 a.m. to 6:00 p.m., including a sixty (60) minute unpaid duty-free lunch, Monday through Thursday.

Hours of work may vary for all part-time non-exempt employees whose regularly-assigned duties do not include teaching. “Part-time” employees are those who work less than thirty (30) hours per week, as assigned by their supervisor.

Non-exempt employees may be required to work overtime when deemed necessary. Overtime begins after the non-exempt employee has worked 40 hours in a single workweek. Overtime must be pre-approved by the supervisor and appropriate cabinet member, and the employee will be appropriately compensated as required by law by either compensating the employee with pay at time and one-half, or allowing the employee to accrue compensatory time. (Re: PP 4506; PR 4506). The Office of Human Resources must be notified of changes to an employee’s overtime schedule as far in advance as possible.

If a non-exempt employee whose regularly-assigned duties do not include teaching is hired to teach a course, and that course meets during the employee’s regularly-scheduled day, the employee shall make up time missed during the regular work day in order to teach the course. In addition, if the employee’s work hours in a work week exceeds forty (40) when his or her non-teaching and teaching duties are aggregated, the employee will receive overtime compensation by utilizing a blended rate.

**Exempt Employees (All Employees With Primary Duties as Faculty):**

All faculty are exempt employees under federal and state labor laws. The normal work week shall be a minimum of 40 hours per week. Such 40-hour workweek is to be spent as follows: 15 hours per week of instructional time, 10 office hours per week, and at least 15 hours per week of additional duties, to include supervision of student activities, attendance at required staff meetings, chair duties, etc.).

Hours of work may vary for all part-time faculty. For full-time equivalency calculation purposes, part-time faculty (i.e. adjuncts) shall be less than thirty (30) hours per week. For purposes of calculating time worked for the provision of healthcare, for every credit hour taught, it is anticipated that a part-time faculty member shall work 75 minutes of additional duties, to include
supervision of student activities, instructional preparation, student evaluation and assessment, etc.

The maximum teaching load for adjunct faculty is 12 credit hours for each fall or spring semester. The maximum teaching load for adjunct faculty may vary with summer and intersession semesters. Maximum teaching loads for summer and intersession are as follows:

- A or B session – Maximum of 3 credit hours taught each session
- Full session – Maximum of 6 credit hours taught.

Adjunct instructors cannot teach an A or B session and a Full session semester at the same time. Exceptions to this policy must have prior approval from the College President.

**Work hours of employment and the Public School and Education Employee Retirement System**

Three Rivers College is a district of the Public School Retirement System of Missouri (PSRS) and the Public Education Employee Retirement System (PEERS). For purposes of work hours for PSRS and PEERS, hours are calculated on an hour for hour basis. Part-time certified positions shall not exceed 16.5 hours per week. Part-time non-certified positions shall not exceed 19.5 hours per week.

Adjunct faculty who are retired under the Missouri PSRS are limited to teaching no more than 17 credit hours in an academic year (summer, fall, and spring semesters).
Section: 4000 Personnel
Sub Section: 4200 Personnel Work Assignments
Title: PR 4210 Work Hours of Employment
Associated Policy: PP 4506 Overtime and Compensatory Leave
References: PP 4506 and PR 4506; PR 4510; IRS 26 C FR Parts 1, 54, 301
Supersedes: NA
Responsible Administrator: Director of Human Resources
Initial Approval: 06-30-2010 Last Revision: 09-21-2016

DOCUMENT HISTORY:

06-30-2010: Initially approved regulation PR 4210 Work Hours of Employment.


09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.