
SUBJECT: NORMAL WORK HOURS (STAFF ONLY)

1.0 PURPOSE

1.1 The purpose of this policy is to establish clear guidelines for standard work hours and to ensure consistency, efficiency, and accountability for all regular staff members employed at Snow College. This policy aims to support both the operational needs of the college and the well-being of Employees.

1.2 The College reserves all rights afforded to it under applicable law. Nothing in this policy or related policies, procedures, and practices of the College or the College's governing institutions shall be read to offer or constitute a legal agreement or be subject to legal jurisdiction in the law courts of any kind. The College policies, procedures, and practices are subject to change at any time.

1.3 This policy supersedes all Normal Work Hour policies prior to the date of approval listed above.

2.0 REFERENCES

2.1 [State of Utah Remote Work Guide](#)

2.2 [Snow College Policy 227 – Information Security](#)

2.3 [Snow College Policy 318 – Corrective Action](#)

2.4 [Snow College Policy 325 – Rest Breaks](#)

2.5 [Snow College Policy 340 – Staff Paid Leave](#)

3.0 DEFINITIONS

3.1 Adjunct: An individual having professional or specialized training, employed on a temporary or Part-time basis, to provide instruction or instructional related services for one or more credit bearing courses.

3.2 Benefited Staff Employee: An Employee who is eligible to receive benefits as part of their employment contract. These benefits typically include things like health insurance, retirement plans, and paid time off (such as vacation or sick leave).

3.3 Compensatory Time (Comp Time): This refers to time off given to a non-exempt Employee instead of paying them Overtime wages. This practice is typically used for non-exempt Employees who work more than their standard hours. Is usually granted at a rate of 1.5 hours for every hour worked over the standard workweek.

3.4 Contract: Memorandum of Understanding (MOU) or Letter of Appointment (LOA)

3.5 Employee: Any individual legally employed by Snow College in any capacity.

3.6 Faculty: A salaried Employee holding academic rank or title as defined in Policy 410 whose primary function is that of instruction. Positions designated as Faculty must qualify for exemption from the Overtime provisions of the FLSA.

3.7 Flexible Work Hours: Work arrangement where Employees have the ability to adjust their start and end times, within certain limits, to better suit their personal needs or preferences.

3.8 Human Resources or HR: The office in the College charged with the administration and record maintenance of personnel matter or such other person as

may be specially designated by the President to act in regard to this Policy.

3.9 Overtime: Refers to extra hours worked by non-exempt Employees beyond the standard 40-hour workweek. Under the Fair Labor Standards Act (FLSA), non-exempt Employees are entitled to be paid at a higher rate (often 1.5 times their regular hourly wage) for any hours worked over the standard 40 hours.

3.10 Part-time or Part-time Position: A position in which the Employee is expected to consistently work 74 percent or less of full-time equivalent (.74 FTE or less). For Employees, this equates to less than thirty (30) hours per week. This does not include student Employees.

3.11 Probationary Period for a Staff Member: The initial time period for a newly hired Regular Staff Member in a benefits-eligible position, during which the Employee is considered to have At-will Employment status. The duration of this period is ordinarily one year.

3.12 Regular Staff Member: A benefited staff member whose employment is of a continuous nature, initially funded for a non-temporary period, who has successfully completed the Probationary Period.

3.13 Staff Employee: An Employee who is classified as a Regular Staff, Probationary Staff, Part-Time, or Temporary.

3.14 Supervisor: A person responsible for overseeing and managing specific departments, programs, or staff members.

3.15 Temporary Employee: An Employee whose employment with the College is not expected to exceed nine (9) months.

4.0 SCOPE

4.1 This policy applies to all Snow College Staff Employees, excluding Faculty and Adjunct instructors, whose work hours may differ.

5.0 POLICY

5.1 The College normal work week hours are from 8:00 AM to 5:00 PM, Monday through Friday. Department Supervisors must ensure their departments are open during the normal work week hours.

5.2 The President may alter the normal work week hours to accommodate summer schedules or special events.

5.3 For Snow College Staff Employees, the College work week starts Saturday morning at 12:00 a.m. and ends Friday night at 11:59 p.m.

5.4 Employee work hours may vary based on department needs or operational requirements. Department Supervisors are responsible for setting work hours for their teams considering individual contracts, College leadership guidance, and departmental operational needs.

5.5 Attendance Expectations

5.5.1 All staff are expected to be punctual and maintain regular attendance during their assigned work hours. Any absence, tardiness, or request for time off should be communicated to the Supervisor in advance or as soon as possible.

5.6 Compensatory Time or Overtime

5.6.1 Any work performed beyond the standard 40-hour workweek must be preapproved by the department Supervisor and may be subject to Compensatory Time or Overtime pay in accordance with College policies and applicable labor laws.

5.7 Flexible Work Hours

5.7.1 Departments may offer Flexible Work Hours. Flexible work schedules must align with departmental operational requirements and are subject to Supervisor approval. The College or Supervisor may modify or revoke Flexible Work Hours at any time. Staff seeking ongoing Flexible Work Hours must have an approved alternate work arrangement on file with the Human Resources Office.

5.8 Holidays & Time Off

5.8.1 Benefited Staff Employees will be provided with paid holidays as outlined in the College's official holiday schedule and Snow College policy 340.

5.8.2 Staff Employees' requests for time off are subject to departmental guidelines and Supervisor approval.

5.9 Policy Enforcement

5.9.1 Failure to adhere to the established work hours may result in disciplinary action in accordance with Snow College policy 318.