

Title: Work Schedules	Number: 6.11	Page 1 of 2
Legal Citation (if Applicable)	Related Procedure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Board Approval/Revision: 08 September 2014 Revised 02 September 2015 Revised 11 December 2019	

Alternative Work Schedule

At Colorado Mountain College (CMC), an alternative work schedule may be permitted if the requested adjusted work schedule for the week arrangement still incorporates a forty-hour workweek and meets the needs of the department. An alternative schedule must be approved in advance by the supervisor and the Human Resources Department. Alternative work schedules shall be reviewed annually and are subject to change when the schedule no longer meets the needs of the department.

The schedule must be on file with the Human Resources Department.

Flextime

Flextime shall be defined as time off of work within the same workweek to compensate for time worked in excess of any regularly scheduled workday. Flextime is to be accrued on a basis of one hour of accrued time for each hour worked in excess of a regularly scheduled day. The expressed purpose of flextime is to avoid the circumstances of the employee working in excess of forty hours in any given workweek and the payment of overtime wages or the accrual of compensatory time.

Supervisors have the option of requiring non-exempt employees to use flextime in lieu of accruing compensatory time.

Overtime and the Standard Workweek

Working in excess of the approved scheduled workweek is not to be undertaken at the discretion of the employee. The immediate supervisor must approve all overtime in advance of the work being completed. Employees may not modify their scheduled workweek without the prior approval of their supervisor(s).

For calculations, the workweek commences at 12:00 a.m. on Saturday and ends on 11:59 p.m. on the following Friday.

Meal Periods and Rest Breaks for Non-Exempt Employees

It is the policy of the College to provide meal and rest breaks for non-exempt employees during the course of each workday. Meal and rest breaks are required to be taken away from the regular work area, in concert with Colorado law. Minimum meals break of one half hour for every five hours worked is taken for each day the employee works in excess of five hours. The standard of the College is a one-hour meal break and it is to be taken away from the employee’s work space. Meal breaks are unpaid time.

A fifteen-minute break, away from the employee’s work space, shall be provided for each four-hour period worked. The fifteen-minute break period is paid time.

Meal and/or rest breaks may not be combined to enable the employee to leave work earlier than the assigned work schedule.