ARTICLE 10 - HOURS OF WORK, WORK LOCATION AND TRANSFERS

10.1 A work week for a Classified employee shall consist of not more than 40 hours of work. The work week for full-time employees shall be scheduled for not more than 5 consecutive days. Alternative work week schedules that are permitted under state law may be implemented. Regular attendance at work is an essential requirement of every employee's job.

10.2 The working day for each Classified employee shall be as scheduled by Management. The workday shall not be less than 3 hours or more than 8 hours unless the employee has been assigned a weekly schedule of 4 days of 10 hours or 4 days of 9 hours and one day of 4 hours.

10.21 The workday shall include one 15-minute rest period during each 4-hour work period.

10.22 The employee shall be scheduled for an unpaid meal period of not less than 30 minutes and not more than one hour when scheduled to work a shift of 6 hours or more.

10.23 As an exception to Article 10.22 above, an employee who is required by Management to regularly remain at the work station during the workday without a duty free meal period shall be entitled to eat at the work station without deduction of meal period time from the workday.

10.24 Break periods and meal periods shall not be used to reduce the workday.

10.25 Management and the Federation agree that a flextime schedule can be beneficial to the College and to its employees.

10.251 An employee may submit a request to his or her supervisor for a flextime schedule or for telecommuting. The supervisor and the employee will meet to discuss the request.

Any agreement between the employee and supervisor for telecommuting must be in writing and must include any agreed-upon arrangement for college-provided services.

If the request is denied the supervisor shall provide the employee with a memo explaining the reasons the request was denied. The employee can appeal the denial to the next level of supervision. The employee can request bargaining unit representation at the appeal. The decision of the supervisor is final and cannot be grieved.

10.252 Reasonable and timely written requests by two or more employees to exchange work hours (temporarily) will be granted provided that they do not:

1) alter office/work coverage

2) impact other employees, or

3) financially impact the College.

10.3 Working Hours and Shifts

10.31 Working hours (reporting and ending times) for each Classified job shall be designated by Management, and clearly stated at the time of hire, and at the time of any change in reporting times or in shift designation.
10.32 Shift Definitions - See Article 15.8 regarding premium compensation for shift differentials.

10.321 Swing Shift: When 50 percent or more of the employee's working hours are scheduled between 5 p.m. and 2 a.m.

10.322 Night Shift: When 50 percent or more of the employee's working hours are scheduled between 2 a.m. and 8 a.m.

10.323 Split Shift: When more than a half-hour elapses (excluding meal periods and rest periods) between scheduled work times in the same day in the same job. For sign language interpreters the elapsed time between scheduled work times in the same day in the same job is one hour.

10.33 Each employee shall be assigned to one or more work shifts in a week at the time of initial employment or in the event the employee is assigned to a new job. Some departments may require employees to rotate shifts on a periodic basis. Such a requirement shall also be indicated at the time of initial employment or in the event an employee is assigned to a new job within the department.

10.34 Employees shall be compensated for the shift differential provided in Article 15.8 based on the definitions in Article 10.32.

10.341 Such compensation shall be paid from the first day of an assignment to a shift including temporary shift changes.

10.342 An employee temporarily assigned to a different shift which provides a lower or no shift differential rate shall continue at the differential rate for the employee's permanent shift assignment.

10.4 Work Location

10.41 Each employee shall be assigned to one or more College campuses/facilities as a regular reporting place at the time of initial employment or in the event the employee is assigned to a new job.

10.42 Employees assigned to more than one College campus/facility as a regular reporting place shall be allowed reasonable travel time during their work shift for travel on the same day between College campuses/facilities. This excludes travel between the employee's home and the reporting place.

10.5 Temporary Changes in Days of Work, Shifts or Work Location Made by Management

10.51 Management will not make temporary changes in an employee's assigned campus, job assignment, work shift, or days of work in lieu of discipline unless the change is a reasonable part of a corrective action plan.

10.52 Planned Temporary Changes

Temporary adjustments in an employee's days of work, shift or work location, not to exceed a total of six months in any 12 month period, will be made with 10 working days advance written notice. The employee may elect to waive the advance notice. (For temporary changes in job assignments, see Article 11.3.) Unless the employees agree otherwise, shift changes will be done on the basis of seniority.
10.53 Unplanned Temporary Changes

In an unexpected, unplanned situation, temporary changes can be made to an employee's days of work, shift or work location without advance written notice. Such assignments will not exceed 30 working days in any one instance. However, the assignment may be extended with the notice required under the provisions of Article 10.52 and 10.62. Unless the employees agree otherwise, shift changes will be done on the basis of seniority.

Employees temporarily assigned to a different work location without advance written notice shall be allowed reasonable travel time to report to the new location at the beginning of the shift for each day so assigned.

10.54 Temporary Changes Due to Disability or Pregnancy

An employee requesting a change in days of work, shifts, work location or job assignment due to disability or pregnancy must submit a written request in accordance with College Personnel Procedures. The College and the employee will comply with all applicable Federal and State laws.

10.6 Permanent Changes in Days of Work, Shifts, Work Locations or to a Different Job Assignment

10.61 Management will not make permanent changes in an employee's assigned campus, job assignment, work shift or days of work in lieu of discipline or for punitive reasons.

10.62 Permanent changes may be made by Management in an employee's assigned campus, work shift, days of work or to a different job assignment, provided there is a need for the change and that the need for the change is discussed with the employee before the formal change is issued and provided the employee is given 20 working days written notice. Such changes may also be made to facilitate employee requests for transfers. Unless the employees agree otherwise, shift changes will be done on the basis of seniority.

10.63 An employee may make a request to the supervisor for a change in shift, campus location, days of work or job assignment. If the request for a change is denied, the employee shall be provided an explanation by her/his supervisor. The decision of Management shall be final and binding.

10.64 Probationary Period and Salary Placement for Changes

10.641 The employee shall serve a probationary period in accordance with Article 13.2 of this Agreement.

10.642 The employee's salary shall be determined in accordance with Article 15.6. However, if the change is for the sole purpose of cross-training, there will be no changes in the employee's salary.

10.7 The reference to job assignments in Sections 10.5 and 10.6 do not apply to Management changes to job duties or job tasks.