

Columbia College Employees - Hours of Work

<p>NOTE: Must; Shall; Will: Should: May or Could; Can:</p>	<p>Clarification of Terms These words or phrases indicate actions or activities that are <i>essential or mandatory</i>. This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.</p>
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Introduction

This document is designed to help managers/coordinators plan the hours of work for their full-time and part-time faculty and staff for a scheduled period of time. It is also designed to help provide part-time employees with a better understanding of the variables affecting their hours of work. Finally, it is designed to provide employees with their own written copy of the hours of work they will be scheduled to work for a designated period of time.

Variables Affecting Hours of Work

There are many variables that affect the hours of work that Columbia College may provide its part-time employees. The two most significant variables affecting hours of work are the number of students being enrolled for a specified period of time and how an employee is performing his/her work.

The more satisfied the students are with our quality of: advertising, initial and ongoing contact, support, assistance and professional advice, financial and enrollment procedures, equipment, learning aids, content and quality of instruction, work experience, employment support, and follow-up contact, the more they will enroll and encourage others to enroll.

Other variables that affect enrollment include competitor's programs, industry's demand for graduates, economy as a whole, government funding as well as other policies. Comments from family, friends, current students and previous graduates can also affect enrollment.

Increasing Hours of Work

There are three factors which can increase the number of hours of work employees are offered. They include: increasing numbers in student enrollment, desire of the employee to work more hours, and the efficiency and effectiveness of employees to perform their duties and responsibilities (see Position Description). This includes serving our potential, current and past students as well as other College stakeholders (i.e. see Pillars of Success). Also refer to the Employee Handbook which includes information relating to our principles and approach to work.

Decreasing Hours of Work

There are three variables that can decrease the number of hours of work employees are offered. They include decreasing numbers of enrollment, desire of employees to work fewer hours, and the efficiency and effectiveness of employees to perform their duties and responsibilities. This includes serving potential, current and past students and other College stakeholders (i.e. see Pillars of Success).

Scheduling Hours of Work

It is the responsibility of managers/coordinators to schedule the hours of work for each of the employees they supervise. It is expected that they will do this after consulting with their employees to determine what hours they would prefer to work in a given period. They will then do their best to schedule working hours according to the changing needs of the college, their program/department, as well as the performance of their employees. They should provide each staff member with a copy of the "Employee – Hours of Work" form the Thursday before it is to begin. Faculty should receive their "Employee – Hours of Work" for at least one or two weeks ahead and more preferably, four to five weeks ahead.

Columbia College does not have a policy which requires supervisors to schedule part-time employees hours according to their length of service. In fact, length of service should only be considered after all other variables affecting hours of work have been assessed.

Supervisors will provide schedules for set periods of time. These schedules may be weekly, or monthly for staff. They may also be by program semester or session when scheduling faculty hours.

The Next Scheduled Period

Date beginning _____ Ending _____ Employee Name _____

Day of Work Per Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Starting Time							
Ending Time							

Total hours of work planned for this scheduled period: _____

Please see attachment for a more complex schedule of work.

Holidays

Unless specifically stated by their supervisor, College employees are not normally scheduled to work during holiday periods. Please refer to the college holiday schedule for details.

Absence/Conflicts in Schedule

Employees who are not able to work on the days scheduled need to inform their supervisor or his/her designate as soon as possible so that alternate arrangements can be made.

Time Sheets

All part-time staff and faculty are expected to complete and submit a College time sheet to their supervisor in order to be paid for actual hours worked. These time sheets **must be signed by their manager/coordinator** before payment can be completed. There are specified dates that time sheets must be handed in. Manager/Coordinators have copies of the time sheet and submission dates.

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