

Employee Work Schedule

Fiscal Year

Employee Name Department

Supervisor's Name Campus

Daily Work Schedule

Start Time

Stop Time

Sunday		☐ am ☐ pm	Sunday		☐ am ☐ pm
Monday		☐ am ☐ pm	Monday		☐ am ☐ pm
Tuesday		☐ am ☐ pm	Tuesday		☐ am ☐ pm
Wednesday		☐ am ☐ pm	Wednesday		☐ am ☐ pm
Thursday		☐ am ☐ pm	Thursday		☐ am ☐ pm
Friday		☐ am ☐ pm	Friday		☐ am ☐ pm
Saturday		☐ am ☐ pm	Saturday		☐ am ☐ pm

Lunch Time

T

Comments:

Employee's Signature

Date

Supervisor's Signature

Date

* Human Resources
Development Office Signature

Date

Pay Period Schedule to begin:

Schedule to end:

Regular Work Schedule: WVNCC work hours are scheduled to serve the needs of the community, its students, and the public, consistent with the mission and daily operational needs. Based upon the position functions and services in each area, all classified staff will have an established regular work schedule, established by their supervisors, approved by the President or designee (Chief Human Resource Officer) and on file each year in the Human Resource Office. Such regular work schedule should include any changes routinely made to accommodate changes in yearly activities, such as changes in work hours during non-class times. The College maintains the right to assign and schedule staff in accordance with operational needs and requirements. Adjustments to the regular work schedule to accommodate a major event may be approved in order to further the mission and the strategic initiatives of the College. Long term or permanent changes in work schedule shall be made with a notification to employee of at least fifteen (15) calendar days, unless the change is caused by an emergency. Adjustments may be done through flexible work schedules. The College discourages temporary, non-emergency changes in an employee's regular work schedule; however, at times, temporary changes may be required in order to meet needs due to absences of others, peak period demands, and special events.

The information obtained above is recorded in the Human Resource Office and is used to determine the actual hours worked for all non-exempt employees using the WTO system and approved overtime request as the exceptions to the hours. All regular work schedule changes require prior approval.