



# Northern Marianas College Procedure

Procedure No.: 5010.6 Procedure Title: Work Schedule  
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13  
Office of Origin: Human Resources Office  
Procedure Approval Authority: President  
Board Policy No. Associated with this Procedure: 5010  
This Procedure Supersedes/Replaces: 2011 BOR Policy Part V.D

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*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

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**Overview/procedure description**

An employee's workday and workweek may vary from time to time according to the needs of the College. The needs of the specific job may also require shifts, night duty, irregular, split, or on-call schedules. Reasonable efforts will be made to maintain a reasonable five (5) day, forty (40) hour workweek.

**Areas of Responsibility**

The need for special work schedules should be discussed in advance with the Department chair or unit Manager, and the respective Dean or Director, and approved by the President.

The President, each Dean and /or Department Chair has the authority to adjust the work hours and resulting compensation of any and all employees to meet the current needs of the college.

**Procedure details**

Work schedules are determined on the basis of the needs and requirements of each unit and are designed to:

1. Provide orderly and efficient service.
2. Provide regularly recurring consecutive hours of work where practicable.
3. Avoid overtime.

Full-time staff members are regularly scheduled for forty (40) hours of work each week. In most units this consists of five (5) eight-hour days. Special requirements inherent in some jobs and temporary work situations may warrant establishing schedules that vary from the normal pattern.

The normal work schedule for the College administration and staff is from 8:00 a.m. to 5:00 p.m., Monday through Friday, with an hour off for lunch. For

some functions within the College, starting and quitting time may vary.

Individual faculty workloads reflect the different kinds of responsibilities in the various academic departments of the College. The work of College faculty in all areas of responsibility is professional in character and may not in all cases conform to an exact pattern, provided however that a dean or department chair shall have the authority to designate specific office hours, course schedules and to require faculty and staff attendance at NMC meetings, functions and events at designated times and locations. All non-instructional faculty members are expected to follow the standard five-day forty-hour schedule unless job demands require a different schedule or additional hours.