

# ADMINISTRATIVE REGULATION 7239

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## WORK WEEK/SHIFT DESIGNATION - CLASSIFIED STAFF

The calendar day within which the greater number of work hours occur is the designated workday for that shift. Most employees work five (5) days per week, Monday through Friday. A full workday typically consists of eight (8) hours which occur on a specified calendar day. When an exception occurs such as an employee working the "graveyard" shift which begins on one calendared day and extends through midnight to the next calendared day, the above policy statement is in effect.

### I. WORKWEEK DAYS

A workweek can consist of any grouping of days which have a specific start day and a specific end day. Often this is Monday through Friday but an example of a different but appropriate shift might be a shift that begins on Tuesday and extends through Saturday - depending on the start day or end day. The Work Week can be a combination of days between Sunday through Saturday, which has been designated as the employer's established workweek for total hours worked for the days and week period.

### II. UNUSUAL BEGINNING TIME

A forty (40) hour workweek which commences at 11:00 p.m. Sunday and extends through 7:30 a.m. Friday is designated as a Monday/Friday workweek.

#### A. Example:

A work shift commencing at 9:30 p.m. Sunday and ending at 6:00 a.m. Monday shall be designated a Monday/Friday workweek. Rationale: Only two and one-half (2-1/2) work hours occur on Sunday, while five and one-half (5-1/2) work hours occur on Monday.

### III. HOLIDAYS

If a holiday falls in the middle of a week, employees will not report for work on the day preceding the holiday, but will report at the normal time on the day of the holiday.

#### A. Example:

If the holiday of the 4th of July falls on a Wednesday, employees on the "graveyard shift" (11:00 p.m. to 7:30 a.m.) will not report to work at 11:00 p.m. Tuesday, July 3, and work to 7:30 a.m. Wednesday, July 4. They will, however, report to work at 11:00 p.m. on Wednesday, July 4, and work to 7:30 a.m. July 5. The one (1) hour period from 11:00 p.m. to 12:00 midnight will be the first hour of the Thursday shift because the greater number of work hours occur on Thursday.

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