

**3.04**

**HOURS OF WORK/  
TELEPHONE COVERAGE  
CHAPTER 2  
POLICY 3.04**

Policy Committee Approval:

Senate Approval:

Board of Trustees Approval:

06/11/97

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**I. PURPOSE**

To establish the hours of work for full and part-time employees without faculty appointment, and guidelines for rest breaks and lunch periods. In addition, standards for telephone coverage of administrative offices are included.

**II. POLICY**

It is the policy of Salt Lake Community College to provide guidelines for work hours and appropriate rest and lunch periods as well as guidelines for telephone coverage in administrative offices

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**I. REFERENCE**

- A. Personnel Policy No. 2.01, "Definitions and Employee Categories"
- B. Personnel Policy No. 2.04, "Employment of Student & Youth."
- C. Utah Administrative Rule 572-2-3.

**II. DEFINITION**

A. Hours of Work

- 1. Normal Business Hours. Normal business hours of College work are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Assignments that differ from normal College business hours are to be scheduled by the appropriate supervisor.
- 2. Lunch Period
  - a. Full-time Employees. The supervisor coordinates a lunch schedule of 45 minutes duration sometime during the mid-part of the workday.
  - b. Part-time Employees. Part-time employees may coordinate an unpaid lunch period if approved by their supervisor.
  - c. Seventeen and Under. Supervisors are required to provide employees age 17 and under a 45-minute unpaid lunch period not later than five hours after beginning the workday.
  - d. Workday Adjustments. Lunch periods may not be used for purposes of coming late or leaving early. They are to be used during the day intended and do not accumulate or carry forward.
- 3. Rest Breaks
  - a. Full-time Employees. The supervisor establishes a 15-minute rest break during each 4 hours of work.

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- b. Part-time Employees. The supervisor establishes a 15-minute rest break during each 4 hours of work.
  - c. Seventeen and Under. Supervisors are required to provide employees age 17 and under a rest break each 2 ½ hours.
  - d. Workday Adjustment. Rest breaks may not be used for purposes of coming late or leaving early. They are to be used during the day intended and do not accumulate or carry forward.
4. The supervisor coordinates all schedules with the division chair/department director and may mutually adjust the lunch period or rest break when required.

B. Telephone Use

Telephone coverage of offices during the work day is essential. Rest breaks and the lunch period should be staggered to provide continuous telephone coverage. When it is not possible, someone outside the office should be notified to take incoming calls or appropriate, professional voice mail systems should be used to assist callers. In the case of voice mail, messages should be current and incoming calls should be returned in a timely manner.