THREE RIVERS COLLEGE
PERSONNEL REGULATION

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 1 of 5
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits; PR 4870 Pregnant Workers	
References: IRS 26 CFR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, *et. seq*.	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 10-16-2024

The College President is authorized to establish workdays and work hours for all College employees. Each department's hours of operation will be determined by the supervisor and appropriate cabinet member. Supervisors are responsible for creating and monitoring a work schedule for each employee that maintains their position and maximizes the efficiency of the department.

The Three Rivers College normal workweek is Monday through Friday, as set out below:

Exempt Employees (Whose Regularly Assigned Duties Do Not Include Teaching):

For full-time exempt employees whose regularly assigned duties do not include teaching, the normal workday begins at 8:00 a.m. and ends at 5:00 p.m. with one hour for lunch. Full-time exempt employees are expected to work a minimum of 40 hours per week. Exempt employees may be required to work more than 40 hours per week when deemed necessary. During the summer, generally from June through July, the College normally operates a four-day workweek. All full-time exempt employees will work an 11-hour day, from 7:00 a.m. to 6:00 p.m., including one hour for lunch, Monday through Thursday.

Hours of work may vary for all part-time exempt employees whose regularly assigned duties do not include teaching. "Part-time" employees are those who work less than thirty (30) hours per week as assigned by their supervisor.

If an exempt employee whose regularly assigned duties do not include teaching is hired to teach a course, and that course meets during the employee's regularly scheduled day, the employee shall make up time missed during the regular work day in order to teach the course.

Non-Exempt Employees (Whose Regularly Assigned Duties Do Not Include Teaching):

A normal workday for full-time non-exempt employees whose regularly assigned duties do not include teaching consists of nine (9) consecutive hours of work (normally 8:00 a.m. to 5:00 p.m.) to include a sixty (60)-minute unpaid duty-free lunch, for a forty (40)-hour workweek. The hours include College holidays or paid leave within a single workweek. It is expected that the work

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 2 of 5
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits; PR 4870 Pregnant Workers	
References: IRS 26 CFR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, *et. seq*.	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 10-16-2024

hours established be maintained. Any changes to an employee's normal work schedule must be approved in advance by the supervisor and appropriate cabinet member.

During the summer, generally from June through July, the College normally operates on a four-day workweek. All non-exempt full-time employees will work an 11-hour day, from 7:00 a.m. to 6:00 p.m., including a sixty (60)-minute unpaid duty-free lunch, Monday through Thursday.

Hours of work may vary for all part-time non-exempt employees whose regularly assigned duties do not include teaching. "Part-time" employees are those who work less than thirty (30) hours per week, as assigned by their supervisor.

Non-exempt employees may be required to work overtime when deemed necessary. Overtime begins after the non-exempt employee has worked 40 hours in a single workweek. Overtime must be pre-approved by the supervisor and appropriate cabinet member, and the employee will be appropriately compensated as required by law, either by compensating the employee with pay at one-to-one or time and one-half or by allowing the employee to accrue compensatory time. (Re: PP 4506; PR 4506). The Office of Human Resources must be notified of changes to an employee's overtime schedule as far in advance as possible.

If a non-exempt employee whose regularly assigned duties do not include teaching is hired to teach a course, and that course meets during the employee's regularly scheduled day, the employee shall make up time missed during the regular work day in order to teach the course. In addition, if the employee's work hours in a workweek exceeds forty (40) when his or her non-teaching and teaching duties are aggregated, the employee will receive overtime compensation by utilizing a blended rate. The non-exempt employee will clock all hours worked for both positions. For the course taught, the non-exempt employee will be balanced at the end of the semester to ensure full compensation for the course rate as agreed upon. Should the employee clock hours and pay exceed the per course rate, the employee will receive the pay as reflected by hours recorded as approved work, even if the pay is greater than the agreed upon course rate.

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 3 of 5
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits; PR 4870 Pregnant Workers	
References: IRS 26 CFR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, *et. seq*.	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 10-16-2024

Exempt Employees (All Employees with Primary Duties as Faculty):

All faculty are exempt employees under federal and state labor laws. The normal workweek shall be a minimum of forty (40) hours per week. Such 40-hour workweek is to be spent as follows: 15 hours per week of instructional time, 10 office hours per week, and at least 15 hours per week of additional duties, to include supervision of student activities, attendance at required staff meetings, chair duties, etc.

Hours of work may vary for all part-time faculty. For full-time equivalency calculation purposes, part-time faculty (i.e. adjuncts) shall be less than thirty (30) hours per week. For purposes of calculating time worked for the provision of healthcare, for every credit hour taught, it is anticipated that a part-time faculty member shall work 75 minutes of additional duties, to include supervision of student activities, instructional preparation, student evaluation and assessment, etc.

The maximum teaching load for adjunct faculty is 12 credit hours for each fall or spring semester. The maximum teaching load for adjunct faculty may vary with summer and intersession semesters. Maximum teaching loads for summer and intersession are as follows:

A or B session – Maximum of 3 credit hours taught each session

Full session – Maximum of 6 credit hours taught.

Winter session – Maximum of 3 credit hours taught.

Adjunct instructors cannot teach an A or B session and a Full session semester at the same time. If an adjunct instructor teaches a winter session course, the summer A or B session, full session and/or the fall and spring semester maximum teaching loads may be reduced. Exceptions to this policy must have prior approval from the College President.

Work Hours of Employment and the Public School and Education Employee Retirement System

Three Rivers College is a district of the Public School Retirement System of Missouri (PSRS) and the Public Education Employee Retirement System (PEERS). For purposes of work hours for PSRS

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 4 of 5
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits; PR 4870 Pregnant Workers	
References: IRS 26 CFR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, *et. seq*.	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 10-16-2024

and PEERS, hours are calculated on an hour for hour basis. Part-time certified positions shall not exceed 16.5 hours per week. Part-time non-certified positions shall not exceed 19.5 hours per week.

Adjunct faculty who are retired under the Missouri PSRS are limited to teaching no more than 17 credit hours in an academic year (summer, fall, and spring semesters).

Break Time for Nursing Mothers

The College provides all employees who are nursing mothers with reasonable break time for expressing breast milk. This extends the provisions of the Patient Protection and Affordable Care Act, the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), the Pregnant Workers Fairness Act, and the Fair Labor Standards Act requiring break time for nursing mothers to all College employees, exempt and non-exempt. For additional information, see PR 4870 Pregnant Workers.

Environment for Lactation Accommodation:

A lactation space is made available at the College's main campus and external locations. The space provided or made available will be shielded from view and free from intrusion from co-workers and the public.

THREE RIVERS COLLEGE
PERSONNEL REGULATION

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 5 of 5
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits; PR 4870 Pregnant Workers	
References: IRS 26 CFR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, *et. seq*.	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 10-16-2024

DOCUMENT HISTORY:

06-30-2010: Initially approved regulation PR 4210 Work Hours of Employment.

05-15-2014: Reworked to make compliant with changes in federal statute for Health Care Recovery Act.

09-21-2016: The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.

01-17-2018: Addition of required break time for Nursing Mothers for all College employees, exempt and non-exempt, per the Patient Protection and Affordable Care Act and the Fair Labor Standards Act.

04-20-2022: Clarifications regarding Adjunct Instructor compensation rate if they are a non-exempt employee; and maximum faculty loads.

03-14-2023: Inclusion of reference to the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act) to further clarify current College procedure.

10-16-2024: Inclusion of reference for PR 4870 Pregnant Workers and Break Time for Nursing Mothers.