

**SOUTHWESTERN ILLINOIS
COLLEGE
DISTRICT 522
BOARD POLICY MANUAL**

POLICY ISSUE: Work Periods

POLICY CODE: 3015

DATE ADOPTED: July 1991

DATE(S) REVIEWED: September 2010

DATE(S) AMENDED: December 2011

**POLICY
STATEMENT**

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- A. The standard work periods for the faculty shall be determined in accordance with the annual Academic Calendar and the Memorandum of Understanding.
 - B. The standard work periods for college staff members shall be determined in accordance with the annual Administrative Calendar and the pertinent collective bargaining agreement or personnel policy manual.
 - C. In order to comply with the overtime provisions of the Federal Fair Labor Standards Act the standard work week is seven consecutive twenty-four hour days. The beginning of the work week will start at 12:01 on Monday and end 168 hours later unless otherwise defined by union contract.