



Ohio Administrative Code Rule 3358:5-3-13 Work week policy.

Effective: [November 17, 2022](#)

(A) Full-time instructional faculty members are expected to teach according to the schedule that has been established by the respective dean. In addition to their teaching assignment, instructional faculty are expected to give time to committee work, general or division staff meetings, and have posted office hours for student consultation. Full-time instructional faculty members are to be available to students, through posted office hours, five hours per week. Two of the five hours may be scheduled for use of innovative methods to increase accessibility to students.

(1) Faculty members are expected to hold classes at times and places listed in the class schedule. Requested changes must be cleared through the divisional office and reported to the dean.

(2) Faculty members who are unable to meet assignments due to illness or other unavoidable reason shall inform their dean as soon as possible.

(3) Whenever it is necessary for a faculty member to be away from campus for any reason, appropriate arrangements shall be made for the missed classes and the absence shall be reflected on the bi-weekly time summary which is completed by the dean.

(B)

Non-exempt staff are assigned working hours with full-time employees working eight hours per day during a five-day work week. Employees assigned to administrative or academic units typically follow a daily 8 a.m. to 5 p.m. work schedule with one hour allowed for lunch.

Maintenance/custodial personnel frequently follow a different eight hour daily schedule to allow access to unoccupied classrooms and office areas.

The College does not designate a formal rest period for non-exempt employees. Taking a break depends on the department involved and whether or not the work of the department is of such a nature that it can be interrupted at some time during the day for these employees to have a few



minutes off. When rest periods are allowed, these are limited to two 15 minute breaks per day -- one in the morning and one in the afternoon. Rest periods are not cumulative and may not be taken at the beginning or end of the day.

(C) Exempt staff are generally assigned working hours with full-time employees working eight hours per day during a five-day work week. However, it is understood and recognized by these employees that there may be instances, due to work load, college functions, etc., where they may be required to work additional hours per week.