



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

Effective: [April 28, 2026](#)

This policy ensures uniformity in the granting of overtime and compensatory time and to ensure compliance with the Fair Labor Standards Act (FLSA) and applicable provisions of the Revised Code by establishing guidelines for the development of employee schedules.

- (A) Standard work week and work schedule: The college work week is forty hours. It begins Monday morning at twelve a.m. and ends the following Sunday at eleven fifty-nine p.m.

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 meet the commitments and work expectations set forth in their contract and by the respective 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 eight a.m. to five 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 and whether or not the work of the department is of such a nature that it can be interrupted. When rest periods are permitted, they are limited to two fifteen 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 a standard work schedule of eight hours per day during a five-day work week. Due to the workload demands, college functions or other operational needs, exempt employees may be required to work additional hours as necessary.