

Guidelines for Establishing ASC's Work Schedule

The purpose of standardizing work schedules for Administrative Support Coordinators (ASCs) is to: (a) maximize administrative support coverage in the academic departments during normal business hours, (b) meet the department operational needs, and (c) better serve students, faculty and the overall campus community.

ASCs are in the non-exempt employee classification for Unit 7 employees. These guidelines are in compliance with [Article 18, Hours of Work](#), in the Unit 7 contract.

The standard work schedule

The standard work schedule for ASCs is from 8:00 am to 5:00 pm, Monday to Friday, with a meal period of 60 minutes.

Revised work schedule for department's operational needs

CBA offers a number of evening classes and classes starting at 8:00 am. To maximize the support for faculty and students, ASCs can request an eight (8) hour schedule Monday to Friday that falls between 7:30 am and 6:00 pm.

- For example, a request could be made for a schedule of 7:45 am to 4:45 pm or 9:00 am to 6:00 pm, Monday to Friday, with a meal period of 60 minutes.
- Occasionally, a work schedule may fall outside these hours for a specific reason/task/activity, subject to approval by the Department Chair.
- If the ASC's immediate supervisor (the Department Chair) agrees, the ASC submits a request to the Dean's Office for approval.
- As per Paragraph 18.14, this request is to be submitted twenty-one (21) days prior to the requested effective date of the change.

Revised work schedule for career and professional development of ASCs

CBA promotes career and professional development of staff employees, through training or through pursuit of an academic degree.

- If an ASC attends campus-training sessions, this will be treated as part of the normal working day.
- If an ASC is requesting to attend one on-campus course under the Fee Waiver Program during her/his work hours and if operational needs permit, CBA may grant her/him release time with appropriate administrator's approval.
- CBA will allow ASC to attend one off-campus class during the normal business hours (8:00 am to 5:00 pm). However, this time has to be made up by extending the day's work schedule.
- As above, if the ASC's immediate supervisor agrees, the ASC submits a request with a proof of enrollment to the Dean's Office twenty-one (21) days prior to the requested effective date of the change.

The work schedule will revert back to standard schedule when the ASC has completed the course work.

Approved by Administrative Council on January 14, 2015