

CLASSIFIED EMPLOYEE WORK SCHEDULE CHANGE

1. The site Human Resources Assistant should be provided written notification from the employee's manager when a change in duty hours and/or work days of a monthly classified employee is to occur. When the change in duty hours does not alter the employee's salary or the change is within the work week only, the Human Resources Office will prepare an employment data form. The form will be sent to the requesting manager for review and signature of the employee and manager. The completed form should be forwarded to the college Business Services Office or the Chief Human Resources Officer for final review.
2. When the change in duty hours adds, changes, or removes shift differential compensation, the change is to be processed on a personnel requisition form for Governing Board approval.