

## Personnel - Management

### 4115 Assignment of Management Personnel

The Chancellor and Presidents shall direct and assign the work of management personnel using the following general guidelines:

1. The full-time work week shall consist of a minimum average of forty (40) weekly hours of service.
2. Together with the duties and responsibilities of a minimum average of forty (40) weekly hours of service during a calendar month;
  - a. attendance and participation in relevant meetings and activities of which orientation and commencement (for academic managers) are a part;
  - b. membership on appropriate committees both standing and ad hoc;
  - c. involvement in community activities and service;
  - d. attendance at meetings of the Board of Trustees as required;
  - e. special activities or programs of the college requiring leadership and/or participation;
  - f. support, generally by attendance, of several co-curricular college activities during the year such as dramatic productions, athletic contests, music performances, forensic meets, student activities, open house.
3. The professional activities of managers are typically self-initiated and self-directed. Managers are expected to carry on a continuing program of preparation, self-evaluation, and self-improvement related to their assignments and other general management skills.
4. All management positions shall be exempt from overtime provisions of law due to the duties, flexibility of hours, salary benefit structure, and authority of the position.