

## EFNEP Educator Work Hours Guidelines

### 30 Hours a Week

- EFNEP educators working 30 hours a week (.75 FTE) should plan to work a weekly schedule of Monday through Friday, 9am – 4pm, including 1 hour of break time (1 hour for lunch or 30 minutes for lunch and two 15 minute breaks during the day). The reason for this is that these hours of the day are typically easiest to get participants to class, to have access to people for recruitment, and working hours of agency partners for meetings.
- Educators should plan to work these hours each week. Working outside these hours can and does occur due to evening and weekend classes. If an educator has EFNEP classes scheduled outside of M-F, 9-4, they will need to work with their supervisor to find a standing time each week to take flex time during these typical work hours as to not go over 30 hours of work a week.
  - The time chosen should be the same time each week and should not vary from week to week without prior approval from their supervisor. Once the evening/weekend class is over, the educator will go back to working M-F, 9-4 unless another weekend or evening class opportunity arises.

### 40 Hours a Week

- EFNEP educators working 40 hours a week (1.0 FTE) should plan to work a weekly schedule of Monday through Friday, 8am – 5pm, including 1 hour of break time (1 hour for lunch or 30 minutes for lunch and two 15 minute breaks during the day).
- Educators should plan to work these hours each week. Working outside these hours can and does occur due to evening and weekend classes. If an educator has EFNEP classes scheduled outside of M-F, 8-5, they will need to work with their supervisor to find a standing time each week to take flex time during these typical work hours as to not go over 40 hours of work a week.
  - The time chosen should be the same time each week and should not vary from week to week without prior approval from their supervisor. Once the evening/weekend class is over, the educator will go back to working M-F, 8-5 unless another weekend or evening class opportunity arises.

### Flex Time

- EFNEP educators earn flex time when they work more than their regularly scheduled hours (30 or 40 hours a week). Ideally, when classes or events are scheduled outside regular work hours, educators will work with their supervisors to schedule an equal amount of time off during the same work week. If it is not possible to schedule the time off during the same week, the flex time must be taken during the same pay period. Flex time may not be “saved up” to be used as days off.
- The EFNEP State Office does not approve overtime or compensatory time.

## Things to Remember

- Take a 30 or 60 minute lunch break each day, even if you don't eat. You need to give yourself a break!
- You do not get paid to commute to work or to go home at the end of the day. Your work day begins when you get to your first appointment whether that be at an agency for a meeting, to teach a class, to recruit, to the grocery store or at the office. Your day ends when your last event is over.
- Limit personal interruptions such as phone calls and visitors during work hours. Running personal errands and conducting personal tasks (for example, going to the doctor or transporting your children to and from school) should be done before or after work or during your lunch break. If you need to take time during the work day for personal tasks, use annual/sick leave as appropriate.
- **Do not** bring your children to work with you including while recruiting, teaching class, in meetings and during office time.
- Working from home is not allowable. Approval to work from home will be given on a case by case basis by your supervisor and only for rare exceptions.