

POLICY 4
WORK SCHEDULES, HOURS, AND WORK SUSPENSIONS

University Policy

Workweeks, work schedules, and work shifts and hours shall be established by, or under the authority of, the President. Work schedules may be changed from time to time to meet varying conditions of the University's programs. The State Universities Civil Service System shall be notified of the number of hours in the established full time work schedules for each class and any changes to those schedules.

Work will be suspended only as approved by the President or by the appropriate Chancellor or a designee, who shall decide in each case whether employees scheduled for work will be excused with or without pay.

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Rule 4.01 - The Workweek

The workweek for all University employees is a fixed and regularly recurring period of 168 hours -- seven (7) consecutive twenty-four (24) hour periods.

A. Approved Workweeks

The approved University workweeks are:

Workweek A: 12:01 a.m. Sunday through midnight Saturday

Workweek B: 12:01 a.m. Monday through midnight Sunday

B. Assignment of Workweeks

The assignment of Workweeks A or B, respectively, is approved by the Assistant Vice President for Human Resources when a class is established for use at a particular place of employment, with primary consideration given to the use of Workweek A.

Such assignments will continue without change except that the Chancellor or a designee at each campus is authorized to reassign individual employees, groups of employees, or employing units between workweeks when the best interest of the University will be served by such a reassignment and the change is intended to be permanent.

Each employee must be assigned to one of the workweeks. Once an employee's workweek is established, it shall remain fixed regardless of the days of the week or the hours of the day that the employee works.

C. Other Workweek Deviations

After consultation with and approval by the Assistant Vice President for Human Resources, the Chancellor or a designee is authorized to implement necessary and essential deviations from Workweeks A and B to meet the specialized needs of continuous seven day operations.

D. Exception

Whenever an employee's regularly scheduled shift bridges two workweeks, the approved Workweek A and B will begin and end twelve (12) hours later than shown above.

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Rule 4.01 - The Workweek

E. Unit Head Responsibility

Unit heads are responsible for submitting requests for approval of changes in employee workweeks to the campus human resources office.

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Rule 4.02 - The Workday

The workday is a fixed and regularly recurring period of twenty-four (24) consecutive hours.

A. Approved Workday

The approved University workday begins at 12:01 a.m. on each calendar workday and ends at midnight.

B. Midnight Shift

Shifts which begin at midnight will be considered to begin at 12:01 a.m.

C. Exception

Whenever an employee's regularly scheduled shift bridges two (2) workweeks, the approved workday will begin and end twelve (12) hours later than shown above.

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Rule 4.03 - Work Schedules

Within a workweek, the approved basic full-time work schedules are:

Schedule I: Eight (8) hour day, five (5) days, forty (40) hour week.

Schedule II: Seven and one-half (7 1/2) hour day, five (5) days, thirty-seven and one-half (37 1/2) hour week.

A. Assignment of Classes

The assignment of classes to Schedules I and II, respectively, will be approved by the Assistant Vice President for Human Resources whenever the class is established for use at a place of employment. The assigned schedule will continue unchanged unless subsequent justification for a change from one work schedule to another is submitted to and approved by the Assistant Vice President for Human Resources.

B. Work Schedule Deviations

The Assistant Vice President for Human Resources is authorized to approve deviations from Schedules I and II for classes or positions within a class to meet the needs of special operating situations of a continuing nature. Although general community patterns will be considered in arriving at work schedules, only schedules which reflect University need may be approved.

C. Reduced Schedules (Part-Time Schedules)

Schedules of less than forty (40) or thirty-seven and one-half (37 1/2) hours per week which do not require an employee to work regularly in excess of the daily hours in Schedules I or II are considered part-time and may be established by heads of departments. To the fullest extent feasible, part-time employees shall be assigned to regular schedules of a fixed number of hours each workweek on a continuing basis. If the part-time schedule is a variable number of hours each workweek, employing units are responsible for continually monitoring the hours worked to assure that the employee is working at the percent time established at the time of employment. If the employee is not working at the percent time for which the employee was hired, the department is responsible for determining the appropriate percent time for the appointment and for initiating changes to the percent time if necessary. (See Rule 4.05, Reduced Schedules/Benefits Eligibility regarding benefit rates and adjustment of an employee's percent time.)

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Rule 4.04 - Work Shifts and Hours

The Chancellor at each campus shall set the starting and ending times of the normal day shift for that campus. When regular work shifts other than the normal day shift are required to meet operational needs, unit heads may establish such shifts and their starting and ending times for the employees involved.

A. Deviations from Normal Day Shift Starting and Ending Times

Unit heads may approve deviations from the normal day shift starting and ending times established by each Chancellor for individual employees or small groups of employees. Based on operational needs, unit heads may also rearrange the scheduled starting and ending times and daily hours of employees attending classes to permit them to make-up the time spent in such classes within the workweek.

B. Employees Ineligible for Overtime

Employees who are ineligible for overtime pay (those in classes identified as exempt under the Fair Labor Standards Act consistent with Rule 6.01) and who are not assigned to fixed shifts will normally be present during the operational hours of their units and at such other hours as required by their positions.

C. Scheduled Days Off

When scheduling requirements permit, scheduled days off shall be consecutive. An employee shall not be scheduled to work seven (7) consecutive days in a calendar week.

D. Supervisory Responsibility

Supervisors are responsible for notifying employees under their supervision of their regular work shifts and giving reasonable advance notice of any subsequent changes.

E. Rest Periods

Supervisors are responsible for the presence on the job of employees under their supervision during their scheduled hours of work. Each supervisor may authorize rest periods appropriate to the needs of the operations and the employees involved, but such rest periods may not be cumulative, made the basis for a late starting or an early ending time, nor used to extend regularly scheduled lunch periods. A rest period should not

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Rule 4.04 - Work Shifts and Hours

exceed fifteen (15) minutes and normally should not be provided to an employee scheduled for less than one-half (1/2) day of work.

F. Working Mothers Rest Period

Supervisors shall provide reasonable, unpaid break time to working mothers who need to express breast milk during normal business hours. All exempt and nonexempt employees are eligible. These rest periods will be provided in a suitable, private location and may be concurrent with regularly scheduled break times or lunches.

G. Meal Periods

Employees expected to work seven and one-half (7 1/2) continuous hours or longer shall be permitted at least thirty (30) minutes (unpaid) for a meal period that begins no later than five (5) hours after the start of the work period. Negotiated agreements may contain different provisions.

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Rule 4.05 - Reduced Schedules/Benefits Eligibility

An employee with less than a full-time appointment (a work schedule less than the full-time work schedule of the class) who is eligible for University benefits will be granted the same benefits as a full-time employee but in an amount or at a cost proportional to the reduced work schedule of the part-time employee. Employees in appointments of 50% or more are eligible for University benefits.

Benefit Rate

The percent time appointment of an eligible employee is also the benefit rate which is used to compute some benefit payments for part-time employees. If a part-time employee is scheduled to work a fixed number of hours each workweek on a continuing basis, the percent time of the appointment, and thus the benefit rate, will be fixed. If a part-time employee is scheduled to work a variable number of hours each workweek, the percent time of the appointment and thus the benefit rate should be reviewed quarterly and adjusted as necessary so that the percent time (benefit rate) is reflective of the actual work expected for the subsequent periods.

Regulation

4.051 **Review of Hours Worked**

Reports of actual hours worked by employees with less than full-time appointments will be reviewed by the respective campus human resources office which will be responsible for contacting employing units and effecting any necessary adjustments for benefit purposes.