

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.