

POLICY 4
WORK SCHEDULES, HOURS, AND WORK SUSPENSIONS

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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E. Unit Head Responsibility

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