

POLICY 4
WORK SCHEDULES, HOURS, AND WORK SUSPENSIONS

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.)