

**POLICY 4**  
**WORK SCHEDULES, HOURS, AND WORK SUSPENSIONS**

**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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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.