



POLICY MANUAL

COMPENSATION

Number 382

Subject: Standard Work Hours and Attendance

Covered Employees: Classified and Payroll Employees

Date of Origin: January 24, 1997

382.1 POLICY

The policy establishes basic hours of work, recording time, absenteeism and tardiness, flexible time scheduling, and meal and rest period guidelines for classified and payroll employees. Adherence to this policy is essential to the efficient operation of the University.

382.2 PROCEDURES

2.1 Standard Work Week and Hours

The standard work week begins at 12:01 a.m. Saturday and ends at midnight the following Friday. In some locations, as designated by University administration, the standard work period begins at 12:01 a.m. Saturday and ends two weeks later at midnight on Friday. The University may change employees' work hours to ensure smooth and continuous operations.

The standard work schedule for most full-time University employees is a 40-hour week consisting of five 8-hour days. The normal hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch each day. Parttime employee hours are based on a schedule determined by the supervisor and employee to meet the needs to the department.

Overtime should be avoided except in extreme or unusual conditions and then should be kept to a minimum (see policy 378).

2.2 Recording Work Hours

Hours worked by payroll employees and classified employees in variable-hour positions must be recorded by the department and reported to the University Payroll Office monthly using the Payroll Time Sheet Form.

2.3 Absenteeism and Tardiness

Regular attendance and punctuality are part of each employee's job responsibility. Employees are expected to be at work on time every scheduled day. When unexpected illness or accident prevent an employee from doing this, the supervisor should be notified as soon as possible.

Patterns of excessive unauthorized and/or inappropriate absence and/or tardiness may lead to a verbal warning. Each incident thereafter may lead to more severe discipline, including possible termination.

Failure to report for work for three consecutive days without notice may result in termination for job abandonment. Such termination is considered to be voluntary. If the failure to report is due to circumstances beyond the employee's control, the employee may be considered for reinstatement, depending on the circumstances.

2.4 Meal and Rest Periods

Non-exempt employees may take 15-minute rest periods within each 4-hour work period. An unpaid meal period of 30 or 60 minutes will be provided to non-exempt employees who work more than five hours in a day. If a non-exempt employee is required to remain at his or her work station for lunch, it is considered paid work time.

2.5 Flexible Hours

The University encourages flexible work arrangements to facilitate customer service during peak periods, allow for effective supervision, encourage use of public transportation, accommodate employee needs (e.g., child care), and expand job opportunities to individuals who may be denied access due to restricted time requirements.

University departments may choose a flexible work approach that best fits the department's needs and University requirements. Flexible scheduling does not affect overtime policies for non-exempt employees, as provided by the Fair Labor Standards Act (FLSA).

The maximum scheduled hours in a work week is 40, and may be fewer for persons assigned to less than full-time work. The total number of hours worked during the designated work week is governed by University policy, requirements of individual departments, and the FLSA. All variations in scheduling must be approved by the department head and/or supervisor.

2.6 Holidays and Holiday Scheduling

The University observes specific holidays each year. For work scheduled on a holiday, employees will report as directed. Classified Staff are eligible for paid holidays and will be compensated as follows:

During weeks that include a holiday, eligible employees will be paid for the holiday and any extra hours they work over 32 hours in that week. If an eligible employee works 33-40 hours in a holiday week, that time is paid as straight time. However, if they work more than 40 hours in a holiday week, the hours over 40 are paid at time-and-a-half.

382.3 RESPONSIBILITY

3.1 Department Head, Supervisors and the Office of Human Resources

Responsible for ensuring that the University complies with applicable legislation on work hours and meal and rest periods, and that employees comply with established procedures for recording time, absenteeism, tardiness and flexible schedules. Department heads and supervisors are responsible for accurately recording hours worked and reporting them monthly.

3.2 Employees

Responsible for regular attendance and punctuality. Also responsible for accurately recording work hours and cooperating with balancing University and personal needs when establishing flexible work schedules.