

EMPLOYEE WORKING HOURS

POLICY NUMBER: ADM-EMPWORKHRS

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: CHIEF HUMAN RESOURCES OFFICER

RESPONSIBLE OFFICE: HUMAN RESOURCES

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 6/7/2018

NEXT REVIEW DATE: PREVIOUS REVIEW PLUS FOUR (4) YEARS – 8/3/2026

SUPERSEDES POLICIES: WORKING HOURS; REST BREAKS AND MEAL BREAKS

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Workweeks: The statutory workweek of Northern Kentucky University is a period of 168 consecutive hours beginning at midnight on Saturday and ending at midnight the following Saturday (Sunday through Saturday). For those departments that operate on a 24-hour basis, the statutory workweek begins at the start of the last regularly scheduled shift that commences on Saturday night and extends through Sunday morning.

Normal Operating Hours: The normal operating hours of the university are 8:15 a.m. to 4:30 p.m., Monday through Friday. Some departments must alter or extend this schedule in order to provide necessary services. Work schedules will be announced and maintained within the individual departments.

Lunch Periods: A lunch period of 45 minutes is normally granted to employees who work seven and one-half (7½) hours per day. For employees who work eight (8) hours per day, the lunch period is normally 30 minutes. Some departments must alter the length of lunch periods in order to provide necessary services.

Lunch Schedules: No employee shall be required to take a lunch period sooner than three (3) hours or later than five (5) hours after the start of the workday unless there is mutual agreement between the employee and the department head.

Breaks for Employees Working 7½ Hours: Employees who work seven and one-half (7½) hours per day will be granted one (1) 10-minute break prior to lunch and one (1) 10-minute break after lunch. In lieu of two (2) breaks the employee may, with the supervisor's consent, take one (1) 20-minute break during the workday.

Breaks for Employees Working 8 Hours: Employees who work eight (8) hours per day will be granted one (1) 15-minute break prior to lunch and one (1) 15-minute break after lunch.

Deviations in Schedule: Department heads should advise Human Resources of any deviations from the normal lunch periods or the normal operating days or hours.

II. ENTITIES AFFECTED

Staff

III. EXCEPTIONS

Department heads should advise Human Resources of any deviations from the normal lunch periods or the normal operating days or hours.


REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Review/Minor edits/Formatting (in first sentence, replaced “university with “Northern Kentucky University”)	August 3, 2022
Revision	June 7, 2018
Replaces Working Hours	
Replaces Rest Breaks and Meal Breaks	

EMPLOYEE WORKING HOURS

PRESIDENTIAL APPROVAL

PRESIDENT

Signature:  Date: 6/17/18

Print Name:

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

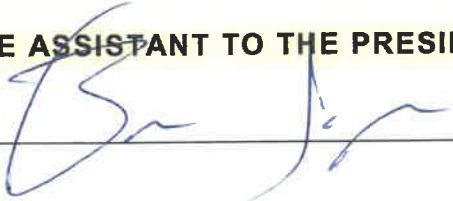
This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 9/12/18.

This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.

The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)

The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature:  Date: 9.18.18

Print Name: