

WORKING HOURS

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RELATIONS

RESPONSIBLE OFFICE: OFFICE OF HUMAN RELATIONS

I. POLICY STATEMENT

Work Weeks :

The statutory work week of the 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 which operate on a 24-hour basis, the statutory work week begins at the start of the last regularly scheduled shift which 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 hours per day. For employees who work eight 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 hours or later than five hours after the start of the work day unless there is mutual agreement between the employee and the department head.

Breaks for Employees Working 7 1/2 Hours:

Employees who work seven and one-half hours per day will be granted one 10-minute break prior to lunch and one 10-minute break after lunch. In lieu of two breaks the employee may, with the supervisor's consent, take one 20-minute break during the work day.

Breaks for Employees Working 8 Hours:

Employees who work eight hours per day will be granted one 15-minute break prior to lunch and one 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

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	