

EMPLOYEE WORK SCHEDULES

According to state law, all full-time classified employees are required to work 40 hours per week. The workweek consists of seven (7) days beginning at 12:01 a.m. on Saturday and ending at 12:00 midnight the following Friday. A workday is a period of twenty-four (24) consecutive hours from midnight to midnight. Employees required to work overtime shall be compensated at the appropriate overtime rate in accordance with Chapter 6 of the Civil Service Rules and the Fair Labor Standards Act, with the Fair Labor Standards Act taking precedence.

Regular University business hours are from 8:00 a.m. to 4:30 p.m. (7:30 a.m. to 4:00 p.m. in summer) Monday through Friday, with one-hour for lunch instead of two (2) fifteen minute paid rest breaks. However, campus departments may have official hours which differ in order to provide necessary services, including multiple shifts.

A department head must have written approval from the appropriate Vice President for the department to have a work schedule which differs from the normal business hours. Work schedules which differ from the normal business hours must be sent to the Office of Human Resources for documentation.

It is the policy of the University to comply with applicable laws that require records to be maintained of the hours worked by employees. To ensure that accurate records are kept of the hours employees actually work (including overtime hours worked where applicable) and of the accrued leave time taken, and to ensure that employees are paid in a timely manner, employees are required to record time worked and absences on the University's official time record form. At the end of the pay period, the time should be reported as it was worked with any leave taken reported. Employees are required to sign their time sheet certifying that the time reported is correct. The completed time sheet is to be reviewed and signed by the immediate supervisor with any discrepancies worked out before it is forwarded to the Payroll Office for processing.

The employee and their supervisor are responsible for ensuring that all actual hours worked and leave time taken are recorded accurately. Falsification of payroll records is a breach of University policy, a violation of state law, and is grounds for disciplinary action, including termination for payroll fraud.

The University has the authority to require overtime work as needed. Overtime must be approved in advance by the Department Head of the respective area and the appropriate Vice President.