



EMPLOYEE WORKDAY WEEK

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**POLICY**

1. Work Day

- A. The normal workday shall be from 8:00 a.m. until 4:30 p.m. Employees are expected to begin work promptly at 8 a.m. and end the day no earlier than 4:30 p.m.
- B. Each employee shall receive a lunch break (normally 1 hour). The timing of the break shall be scheduled by the department head so as to provide adequate staffing of the department at all times. The practice of working through the lunch break so as to conclude the day earlier for personal conveniences is discouraged and requests to do so shall be approved only when extraordinary circumstances exist and are approved by the department head.
- C. Each full-time employee is entitled to a fifteen-minute break each morning and a fifteen-minute break each afternoon. These breaks shall be scheduled by the department head so as to provide adequate staffing of the department at all times.

2. Work Week

- A. The normal workweek shall be Monday through Friday and shall consist of no less than 37 1/2 hours. Work hours performed in excess of 40 hours per week shall be considered overtime provided such time is performed in compliance with all existing regulations and is pre-approved by the department head. Overtime will be paid to non-exempt employees at 1 1/2 times their hourly rate. Exempt salaried employees are not entitled to overtime pay.



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**PROCEDURE**

1. Accountability

Each department head or their authorized representative shall be responsible for ascertaining that their employees uphold the provisions of this policy. Failure to comply with the policy can result in disciplinary action and possible dismissal of the employee.

2. Scope

The provisions of this policy shall be applicable but not limited to all regular full-time and temporary full-time staff members. Noted exceptions to the standard schedule include faculty, clinic, maintenance, and security employees. These special schedules shall be established by the department head and recommended for approval by the President.

**THIS IS NOT A CONTRACT OF EMPLOYMENT, EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.**