EMPLOYEE WORKDAY WEEK

POLICY

1. Work Day

   A. The normal workday varies depending on job description and will begin at 8:00 a.m. until the scheduled end of day. Employees are expected to begin work promptly at 8:00 a.m. and end the day no earlier than 4:30 p.m., unless on an approved flexible work schedule.

   B. Each employee will receive a lunch break (normally 1 hour). The timing of the break will be scheduled by the department head to always provide adequate staffing for the department. The practice of working through the lunch break to conclude the day earlier for personal conveniences is discouraged and requests to do so will 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 will be scheduled by the department head to always provide adequate staffing of the department.

2. Work Week

   A. The normal workweek will be Monday through Friday and will consist of no less than 37 1/2 hours for full-time employees. Work hours performed in excess of 40 hours per week will 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.

EMPLOYEE WORKDAY WEEK

PROCEDURE

1. Accountability

Each department head or their authorized representative will 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 will 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, and hourly employees. These special schedules will be established by the department head as needed.

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.