

Hours of Work

Employment Policies

Approved: 11/01/2018

Working hours throughout the University may vary due to the nature of the work. The general business hours for the University are from 8:00 a.m. to 4:30 p.m. Monday through Friday. Employees will be allowed one hour for lunch.

All full-time employees earn pay and benefits based on a 37 ½ hour work week, 7 ½ hours per day. Overtime for non-exempt employees follow a compensation structure outlined in the “Overtime, Flex Time, Comp Time” policy. Departments may adopt different working hours if necessary for the proper functioning of their duties. Any variation from the standard business hours of the 8:00 a.m. to 4:30 p.m. schedule must be approved by Human Resources and that department’s Vice President prior to the adjusted work schedule being put in place. The request must be made in writing to the Vice President and Human Resources. All approvals will be made in writing to the supervisor and a copy will be placed in the employees file for future reference.

Exempt employee absence reports should be approved by the supervisor and forwarded to the Human Resources Office weekly, for recording and review for consistent application and interpretation of the leave policies. Discrepancies/inconsistencies regarding leave shall be referred back to the department for review. Non-exempt employee absences are reported through the University’s timekeeping program and approved by the supervisor upon timesheet approval.

If necessary, the absence report or timesheet will be referred back to the employee and/or supervisor for correction. The employee may appeal the policy through the Director of Human Resources and the appropriate Vice President. The Vice President and the Director of Human Resources will then decide on how the leave will be applied in that instance.