


Effective Date		Date of Revision			Policies, Rules And Regulations
5-16-66		12-1-92			
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UNIVERSITY POLICY STATEMENT:

All regular full-time staff/employees of the University are normally scheduled to work a minimum of 40 hours per week. This is not to be construed as a guarantee of work. Whenever practicable, the 40-hour work week is established on the basis of eight hours per day, five days per week; however, it is recognized that since the University operates seven days a week, the work week may vary.

The University may also employ individuals at less than full-time status (i.e. part-time). All regular part-time staff employees are normally scheduled to work less than 40 hours per week.

For payroll purposes and determination of overtime hours worked, the work week is considered to start at 12:01 a.m. each Sunday, and end at 12:00 midnight the following Saturday.

UNIVERSITY PRACTICE:

Work week schedules are determined by the hiring authority in accordance with state and federal law, University policy, and applicable collective bargaining agreements.

The Payroll Office, acting under the authority of the Vice President for Business & Finance, determines the most appropriate method for recording time worked. The Payroll office also maintains the historical record of time worked at the University.

RESPONSIBILITY FOR IMPLEMENTATION:

Each divisional vice president is responsible for establishing and communicating work schedules to employees within their respective division. The Executive Director of Human Resources is responsible for policy interpretation, administration, and periodic review of work schedules.

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SCOPE OF POLICY COVERAGE :

This policy applies to all regular employees of the University to the extent that it is not limited by collective bargaining agreements.

Additional regulation on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision
Minutes of the Board of Regents, May 16, 1966; para. .385. Minutes of the Board of Regents, December 1, 1992; para. .4629M.