

400.1 Business Hours

400.1.a Core Hours

University core hours (business hours) are 7:45 a.m. to 4:45 p.m. during fall and spring semester, and 7:30 a.m. to 4:30 p.m. during the summer. Facilities Management is a 24 hours/day, 7-days/week operation that provides the physical environment for the University campus. In order to accomplish this mission, some Facilities Management employees are required to work outside the usual University business hours.

400.1.b Individual Schedules

Employees are normally scheduled to work an eight-hour workday with a mid-shift break. Specific work schedules and mid-shift breaks are determined by the supervisors with input from individual employees to allow the maximum flexibility to cover all the necessary shifts. On occasion, a supervisor may need to alter an employee's schedule.

400.1.c Work Breaks

The University does not have a formal policy concerning work breaks. Specific breaks are not established. Two 15-minute work breaks are permitted each day. Each break from work shall be no more than 15 minutes, including time to reach and return from the break site. The practice of accumulating unused work break time for shortening the workday, lengthening a lunch hour, or providing for an additional day off is not permitted.

Typically, breaks are taken at the work site. It may not always be apparent to customers that employees are on break. Employees must be cautious of how and where breaks are taken. Whenever possible, breaks should be taken between completion of a task and start of a new task. Breaks should be scheduled around the work to maximize efficiency and productivity.

400.1.d Meal Periods

It is not reasonable to expect employees to work 8 or more hours straight without an opportunity to rest and eat. It is a university practice that any employee in a full-time position works a schedule that includes a lunch break of at least 30 minutes. This is reflected in the university's standard hours, which account for a one hour lunch, although departments have the discretion to allow 30-minute lunch breaks based on business needs. All employees who are scheduled eight or more hours in a day will typically take an unpaid meal break of at least 30 minutes. Meal breaks are not counted toward hours worked.

Employees are to be completely relieved from duty during their meal break. If a nonexempt employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

400.1.e Changes in Work Hours

Management may change working hours and/or days if circumstances warrant. They may also be changed by mutual agreement between the employee and management in accordance with departmental flex schedule provisions.