

ARTICLE 11 – HOURS OF WORK

- 11.1 Work Week. Unless otherwise specified for particular employees or groups of employees, the work week, for purposes of determining overtime eligibility, shall commence at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday. Employees will not be regularly scheduled to work more than forty (40) hours in a work week.
- 11.2 Work Schedule. The University will assign each position to one of the following work schedule designations:
- 11.2.1 Regular schedules consist of five (5) consecutively and uniformly scheduled eight (8) hour days in a seven (7) day period. Uniformly scheduled is defined as a daily repetition of the same working hours and a weekly repetition of the same working days.
- 11.2.2 Alternate schedules consist of workweeks and/or work shifts of different lengths. Alternate schedules may be assigned to meet business and customer service needs or in response to employee requests. For full-time employees, alternate schedules will consist of forty (40) hours of work, with at least two (2) consecutive days off, in a seven (7) day period.
- 11.3 Schedule Changes. The University may change an employee's schedule.
- 11.3.1 A temporary schedule change is defined as a change lasting thirty (30) days or less. Employees will receive written notice of a temporary change to an employee's schedule at least five (5) days in advance of any change that alters an employee's starting time by two (2) hours or more. Alterations of less than two (2) hours require two (2) days' notice. The day notice is given is considered the first day of the notice period. This does not preclude an employee from voluntarily accepting a schedule change with less than the above notice.
- 11.3.2 A permanent schedule change is defined as a change lasting over thirty (30) days. Employees will be notified of permanent schedule changes in writing at least ten (10) days in advance of any change that alters an employee's starting time by two (2) hours or more. Alterations of less than two (2) hours require two (2) days' notice. The day notification is given will be considered the first day of notice. This does not preclude an employee from voluntarily accepting a schedule change with less than the above notice.
- 11.4 Employees may request a schedule change. If approved, the notice period will be waived.
- 11.5 Meeting Notice. Employees shall be given two (2) working days notice of mandatory meetings scheduled outside of their normal working hours that they are required to attend. Employees will be paid for attendance at all mandatory meetings.