

## STANDARD WORK WEEK AND HOURS OF WORK

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### SUMMARY

The Fair Labor Standards Act (FLSA) requires the establishment of a **regularly recurring work week of 168 consecutive hours** for employees who are subject to the wage and hour provisions of the FLSA, e.g., employees who submit time and attendance records.

Work by subject employees (also referred to as “non-exempt” or “hourly”) in excess of 40 hours during the 168 consecutive hour period that constitutes the work week is compensable as overtime.

The 168 consecutive hours from 12:01 a.m. Saturday through midnight Friday constitute the University’s standard work week on the Reynolda Campus.

### EMPLOYMENT CLASSIFICATIONS

Employees, hired before July 1, 2013, who are budgeted/scheduled to work 1,400 or more hours per year are considered “full-time.”

Employees, hired July 1, 2013 and after, who are budgeted/scheduled to work 1,560 or more hours per year are considered “full-time.”

Employees, hired before July 1, 2013, who are budgeted/scheduled to work 1,000-1,399 hours per year are considered “part-time,” but are eligible for prorated time off benefits such as PTO, holidays, etc.

Employees, hired July 1, 2013 and after, who are budgeted/scheduled to work 1,000-1,559 hours per year are considered “part-time,” but are eligible for prorated time off benefits such as PTO, holidays, etc.

Employees budgeted/scheduled for less than 1000 hours are “part-time,” but are not eligible for benefits other than those required by law, such as Worker’s Compensation, etc.

Temporary employees are those employees who are hired for a specific time frame based on the likelihood that the assignment will not be permanent.

### STANDARD WORK SCHEDULE

The standard work schedule for staff of the Reynolda Campus, in non-exempt staff positions, is based on 37.5 hours of work per week. The normal daily work schedule adopted by the University is seven and one-half hours plus a lunch period of one hour covering the hours of 8:30 a.m. – 5:00 p.m., Monday through Friday.

Several non-exempt staff positions have alternative work schedules based on 40 hours of work per week. Most of these positions are located in the Facilities and Campus Services Department and the University Police Department, or are associated with Graylyn. The daily work schedules, days of the week, lunch periods, and hours of work for these staff vary significantly.

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The standard work schedule for non-exempt Reynolda House staff is 35 hours of work per week for full-time employees.

### **LUNCH/DINNER MEAL PERIODS**

Unless otherwise approved by the appropriate department or office head, schedules for non-exempt staff are to include a meal period of at least 30 uninterrupted minutes. The normal daily schedule includes a lunch period of one hour. (NOTE: If a staff member's lunch period is interrupted by a request to return to work to the extent that less than 30 uninterrupted minutes are provided, the entire period is compensable as work time.) Lunch periods should not be used as working time to shorten the work day except on rare occasions, and only with specific authorization of the supervisor.

### **REST PERIODS (BREAKS)**

Although the FLSA does not require that employees be given rest periods, supervisors of staff working on the Reynolda Campus have the discretionary authority to permit a rest period of not more than fifteen minutes during each four-hour period of work. Rest periods are in addition to the regular lunch period of one hour.

When rest periods are authorized, they should be arranged so that disruptions of work and services are held to a minimum.

Rest periods may not be used to extend the lunch hour, nor may they be omitted in order to shorten the workday or cover an employee's late arrival.

### **TIME ENTRY**

Non-exempt staff and student workers in Facilities, Graylyn, and Police are required to clock in and out each work day. All other non-exempt staff and student workers are required to submit their weekly hours by midnight each Friday.

Managers or delegates of non-exempt staff and student workers are required to approve non-exempt hours by noon on the Monday following the end of a biweekly pay period.

Failure to comply with using the University's timekeeping system of record may result in disciplinary action up to and including termination of employment.