

A regular work week for full-time and non-exempt staff consists of five (5) days and up to forty (40) hours per week. The work week will begin at 7:00 a.m. on Sunday and include the following one hundred sixty-eight (168) hours. Overtime for non-exempt staff must be approved in advance in writing by the Vice President of Academic Affairs, the appropriate Dean or Supervisor, or the Director of Human Resources. Required work schedules may include weekend, evening and various combinations thereof.

Adopted:  
Amended: September 19, 2006  
Legal Ref:  
Cross Ref: