

A regular work week for full-time and non-exempt staff whose work hours, days of work, and rest periods are not subject to a collective bargaining agreement 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.

Employees scheduled to work at least seven and one-half (7.5) continuous hours or longer will receive a one (1) hour unpaid meal period beginning no later than five (5) hours after the start of the employee's shift. Employees scheduled to work more than seven and one-half (7.5) continuous hours will receive an additional unpaid meal period of 30 minutes for each additional four and one-half (4.5) continuous hours worked.

A meal period does not include reasonable time spent using the restroom facilities.

Full-time employees shall be allowed at least 24 consecutive hours of rest in every consecutive one-hundred sixty-eight (168) hours worked.

Adopted:

Amended: July 18, 2023; September 19, 2006

Legal Ref:

Cross Ref: