



Work Hours and Schedules

Work hours and schedules vary throughout the university depending upon the services provided. As part of orientation, employees and supervisors should discuss the normal work schedule requirements.

Supervisors are responsible for establishing and informing employees of specific work schedules, including start times, lunch schedules, and normal ending times. When the work schedule must be changed, supervisors will give as much advance notice as possible so employees can make personal arrangements to meet the new scheduling requirements.

The operating requirements of the department must be the primary consideration in establishing work schedules and requiring overtime.

The normal payroll workweek is from Monday through Friday, and consists of 37.5 hours per week. The normal workday is 7.5 hours of work time. The regular university office hours are Monday through Friday, from 8:30 A.M. - 5:00 P.M. with up to a one hour unpaid meal period (normally 12:00 noon - 1:00 P.M.). Certain departments operate or remain open during lunch or at times other than the regular university office hours. Employees will be notified by their supervisors of their scheduled work hours and any changes to that schedule.

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