

WORK SCHEDULES

The normal workday at the University of Nebraska at Omaha is from 8:00 am to 5:00 p.m., Monday through Friday. Many campus departments provide their services outside the "normal" workday. Employees in these departments will work hours as assigned by their supervisors.

The University offers the option of staggered work hours, and employees may request an alternate schedule. When evaluating the request for an alternate schedule, supervisors will base decisions on work loads, staffing patterns, need to be available to the public, etc. Employees may be required to work overtime.

Regardless of the employee's approved work schedule, punctuality and regular attendance are expected. Habitual tardiness and absenteeism are causes for dismissal and are considered in requests for promotions, transfers, etc. If an employee is going to be absent or late, he/she must notify his/her supervisor as soon as possible (preferably before the start of his/her shift) and in accordance with any procedures established by his/her department. Failure to do so may result in disciplinary action being taken against the employee.

A fifteen-minute break may be allotted to an employee during each four-hour segment of work; breaks may not be used for other purposes. Every full-time employee should take at least a half-hour lunch period without pay.