



Work Schedule and Attendance

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Scope

This policy applies to all University of Nebraska at Omaha (“UNO” or “University”) employees, including full-time, part-time, temporary, and student workers. It also serves as guidance for supervisors who establish and approve employee work schedules.

Policy Statement

UNO recognizes the importance of establishing consistent work schedules while allowing flexibility to meet departmental/business unit requirements and employee needs. Regular attendance, punctuality, and adherence to work schedules are essential to maintaining effective University operations and service to students, other employees, and the public.

Standard Work Hours

The normal workday at UNO is from 8:00 A.M. to 5:00 P.M., Monday through Friday, for a total of forty (40) hours per week. Departments and business units providing services outside the normal workday may require their employees to work alternative schedules based on operational needs.

Nonexempt Employees

Non-exempt employees must record all hours worked and may be required to work overtime as needed. Overtime must be approved in advance by the supervisor and compensated in accordance with the Fair Labor Standards Act (FLSA). Work schedules for non-exempt employees normally include an unpaid meal period of at least thirty (30) minutes and one (1) paid fifteen (15) minute rest period for each consecutive four (4) hours worked. Generally speaking, rest periods cannot be combined, used to shorten the workday, or extend meal breaks unless specifically preapproved by an immediate supervisor. Abuse of rest periods may result in loss of this privilege.

Exempt Employees

Exempt employees are expected to manage their schedules to meet the full responsibilities of their positions, which may include working more than forty (40) hours per week. While exempt employees are not eligible for overtime pay, departments are encouraged to allow reasonable flexibility in scheduling when extended work hours are required.

Attendance Expectations

Regular and predictable attendance is an essential function of every position at UNO. Employees are expected to notify their supervisor as soon as possible if they are unable to report to work or will be late. Any employee who fails to report to work or communicate with their supervisor for three (3) consecutive workdays may be considered to have voluntarily resigned due to job abandonment. Attendance and punctuality will be considered as part of performance evaluations.

Flexible and Alternative Work Schedules

As an agency of the State of Nebraska, UNO and the University of Nebraska System expect employees to perform their work duties on-campus in Nebraska as we value an in-person, vibrant campus culture which is crucial to the overall success of our educational institution. However, UNO does recognize that, when operationally feasible, there are times where flexible and alternative work arrangements can promote work-life balance, wellness, and operational efficiency. Such arrangements may include staggered work hours (Adjusted start and end times from the normal workday), compressed workweeks (including working four (4) days of ten (10) hours each day during the week), or even hybrid or remote work arrangements (where specifically permitted by the University System Alternative Worksite Policy and approved by the campus leadership structure).

Supervisors will evaluate requests based on workload, service needs, staffing patterns, and overall departmental and business unit effectiveness. All arrangements must ensure adequate staffing coverage during regular University business hours and the normal workday. Any alternative or flexible schedules must be documented using the University of Nebraska Alternative Worksite Arrangement Form (available in Firefly) and approved by leadership prior to implementation.

Reason for Policy

This policy clarifies expectations regarding work schedules, attendance, and flexible work arrangements to ensure consistency, fairness, alignment, and compliance with applicable labor laws and University System policies and procedures.

Procedures

1. **Scheduling:** Supervisors are responsible for establishing and communicating work schedules and ensuring adequate coverage during business hours.
2. **Recording Time:** Non-exempt employees must accurately record hours worked and leave taken in Firefly.
3. **Leave Requests:** Employees must request planned leave in advance in accordance with departmental or business unit procedures.
4. **Flextime and Alternative Work Schedule Suspension:** Departments and business units may suspend flexible arrangements and alternative work schedules either temporarily or permanently due to operational needs, providing as much advance notice as practical.
5. **Policy Enforcement:** Repeated tardiness, absenteeism, or misuse of flexible scheduling may result in disciplinary action.

Definitions

Normal Workday: The standard period during which University operations are conducted, and employees are expected to perform their assigned duties, typically from 8:00 A.M. to 5:00 P.M., Monday through Friday, excluding designated meal and rest breaks. Work areas that provide services outside these hours may establish alternative schedules for their employees as required by operational needs.

Nonexempt Employee: An employee entitled to overtime pay under the FLSA for hours worked over forty (40) in a workweek.

Exempt Employee: An employee who is exempt from overtime provisions of the FLSA.

Alternative Work Arrangement: Any deviation from the normal workday schedule of 8:00 A.M. to 5:00 P.M., including flexible hours, compressed workweeks, hybrid, or remote work.

Job Abandonment: Failure to report to work or notify a supervisor for three (3) consecutive scheduled workdays.

Related Information

University of Nebraska Administration: Human Resources Handbook for Policies

University System Policy: Alternative Worksite Policy (HR-03)

History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor's Cabinet in October 2015. It was revised for compliance purposes in June 2016 and January 2021.

02.26.26: Proposed draft revision to include, but not limited to, the following: The new policy expands scope to clearly include all employee categories and adds detailed expectations for work hours, breaks, attendance, and job abandonment. It formally incorporates flexible and remote work, including documentation, approval requirements, suspension authority, and an on-campus expectation.

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