Work Schedule

POLICY CONTENTS
Scope
Policy Statement
Reason for Policy
History

Scope
All University of Nebraska Omaha (UNO) employees.

Policy Statement
The normal workday at UNO is from 8 A.M. to 5 P.M., Monday through Friday.
Many departments provide their services outside the normal workday. Employees in these
departments will work hours as assigned by their supervisors.
UNO 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
load, staffing patterns, need to be available to the public, etc. Employees may be required to work
overtime.
A 15-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 30 minutes for a
lunch period without pay.

Reason for Policy
To establish UNO’s work schedule.
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.

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