

## Work Schedule

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### **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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