WORK SCHEDULES

The normal workday at the University is from 8:00 am to 5:00 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.

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 load, staffing patterns, need to be available to the public, etc. Employees may be required to work overtime.

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.