

WORK CONDITIONS AND HOURS

WORK SCHEDULE

Nonexempt Employees

The normal work schedule for all regular full-time non-exempt employees will not exceed eight hours a day (excluding a lunch break), five days a week. Supervisors will advise all employees of the times their schedules will normally begin and end. **Note:** this policy does not apply to campus police officers.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Periodically, overtime is to be expected and is considered a condition of employment.

Rounding Procedures

Employees are required to indicate the actual and specific time the work day began and ended. However, for the purpose of figuring weekly hours the University does recognize the practice of rounding to the **nearest** quarter-hour (15 minutes).