



HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Salary Determination and Compensation

Subject: Work Week

Applies To: Campus employees

Sources:

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Page(s): 1 of 1

Purpose

This policy ensures consistency as necessary, ensures compliance with the Fair Labor Standards Act.

Policy

- All full-time, classified employees are expected to work 40 hours per week. The standard work week begins at 12:01 am on Saturday and ends at 12:00 am on Friday.
- The regular working day for most classified services employees begins at 8:00 am and ends at 5:00 pm, Monday through Friday.
- One hour per day will be allowed for lunch.
- Some deviation from the regular working hours to meet food service, custodial, library, public safety and maintenance requirements will be allowed. In addition, 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 (see policy on "Overtime" 2210).

Procedure

1.0 Notification of Absence

- Employees must notify their Supervisors of the need to be absent from work as far in advance as possible. If an employee is unable to report for work for unexpected reasons, the Supervisor must be notified directly before the work shift or at the beginning of the work shift.
- An employee who fails to notify the Supervisor, unless it's impossible to do so, will be considered on unexcused absence. This will be cause for disciplinary action, including denial of absence pay such as sick leave or vacation.
- An employee absent from work for three consecutive days without notice will be considered as having resigned employment.