OM 3.4.4 Working Hours - General Staff

The working hours at the University for full-time active employees fall into two groups.

1. Secretarial and Clerical
   a. The normal workweek for secretarial and clerical employees is thirty-seven and a half hours per week.
   b. The normal workday is seven and a half hours, from 8:00 a.m. to 4:30 p.m. with one hour off daily for lunch.
   c. Summer hours, which typically go into place the day after Commencement, run from 8:00 a.m. to 4:00 p.m. with one hour off daily for lunch. Morning and afternoon breaks are eliminated.

2. Technicians and Campus Safety Employees
   a. The normal workweek for technicians and campus safety employees is forty hours per week.
   b. The normal workday is eight hours not including lunch period.

Some units of the University vary the basic schedule to provide the necessary service demanded by their special function. This applies particularly to library positions and technicians. Their scheduling requires that beginning times or days of work must be staggered, rotated, or assigned to provide the required service. However, in the above cases the normal workweek of thirty-seven and a half or forty hours will be observed.

For payroll purposes the University's normal work week is the calendar week starting 12:01 a.m. Sunday through 12:00 midnight the following Saturday.

History

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