The purpose of this Policy & Guidance Memorandum is to clarify how the applicable laws and the collective bargaining agreement affect the classified staff members’ hours of work.

A. Generally

Full-time classified staff members are scheduled to work either 37.50 or 40.00 hours per week, depending on their classification (typically clerical staff members are scheduled to work 37.50 hours per week and technical, maintenance, and security staff members are scheduled to work 40.00 hours per week).

1. Schedules

The usual work week of a full-time classified staff member consists of five consecutive days, with two days off. Staff members who are scheduled to work 37.50 hours per week work 7.5 hours per day. Staff members who are scheduled to work 40.00 hours per week work 8.00 hours per day. Schedules should be established to include breaks (see below). Specific schedules, including days on and off, start and end times, and breaks, are determined for each staff member by his/her supervisor or department head. Schedule changes require certain notice.

2. Shifts

Some classified staff members are assigned to a second or third shift; the second shift begins on or after 1:00 P.M., and the third shift begins on or after 9:00 P.M. Weekend shifts begin on or after 12:01 A.M. on Saturday and end no later than 11:59 P.M. on Sunday.

Shift differentials for second, third, and weekend shifts apply.

B. Overtime Compensation

Classified staff members are paid for hours worked in excess of their regularly scheduled hours. Supervisors may require classified staff members to work a reasonable amount of overtime.

Classified staff members who are scheduled to work 37.50 hours per week (7.50 hours per day) are paid at their regular straight time hourly rate for the first .50 hour in a day or 2.5 hours in a week. Such time is commonly referred to as OVS (overtime, straight).
All classified staff members are paid at their premium (overtime) rate for work in excess of 8.00 hours in day or 40.00 hours in a week. Such time is commonly referred to as OVP (overtime, premium).

C. Compensatory Time

1. In lieu of Overtime Pay

Classified staff members may earn compensatory time in lieu of overtime pay. Although, as stated above, supervisors may require classified staff members to work a reasonable amount of overtime, supervisors may not require overtime and require compensatory time in lieu of overtime pay. Supervisors may, however, offer the staff member the option of working overtime for compensatory time or not working the overtime at all.

Compensatory time in lieu of overtime pay is earned at the rate of 1.5 hours for each hour of overtime.

2. Holiday Compensatory Time

Classified staff members who work on a university holiday are granted holiday compensatory time, which essentially allows the staff member to take another day off.

Unless the time worked on the holiday is also overtime, holiday compensatory time is earned at the rate of one hour for each hour worked.

D. Meal and Other Breaks

Classified staff members are entitled to a meal break and two rest periods in each full day. Although it is not always possible to have specific times for meal breaks or rest periods, supervisors should establish a policy to avoid confusion about schedules. Supervisors may require staff members to inform them when they are leaving and returning from a meal break or rest period.

1. Meal Breaks

A meal break is required in any work day that is 6.5 hours or longer. Whenever possible, the meal break should be scheduled near the middle of the shift.

Meal breaks are unpaid unless the staff member is required to work during the break. “Work” includes the performance of any work or activity (including being on call or otherwise available) on behalf the university. Staff members should be released from all responsibilities during the meal break.

Although it is permissible to allow a staff member to “work through lunch” and leave early for the day, such a practice should be rare and should never be part of a regular schedule.
2. Rest periods

Two fifteen-minute rest periods are required in each full day—typically one break in the morning and one break in the afternoon.

Although rest periods are paid breaks, staff members should be released from all responsibilities and allowed to leave the work area. Working through a rest period does not result in additional pay or compensatory time.

However, although as with lunch periods staff members may occasionally be permitted to work through their rest periods and leave early for the day, such practice should be rare and should never be part of a regular schedule.

Rest periods cannot be accumulated from day to day.

E. Standby/Call Back

Classified staff member may be assigned to “stand by” during their off hours. Staff members who are on standby duty must be available and must respond if called.

Staff members who are assigned to standby are paid a stipend, depending on the timing and length of the standby duty.

Whether or not a classified staff member is on standby duty, he/she may be called back to work. When a classified staff member is called back to work he/she must receive minimum of four hours pay at his/her premium overtime rate, unless the call-back begins less than four hours from the beginning of the staff member’s regular shift.

F. Essential Personnel

Classified staff members may be designated as “essential personnel.” Each staff member so designated should be notified in writing (with a copy to the Human Resources personnel file).

Essential personnel are required to report to work during their regularly scheduled work hours—even at times when the campus is closed due to inclement weather or other hazardous condition—without specifically being called back.