

ARTICLE 7. HOURS OF WORK

A. Standard Workweek.

1. The workweek for employees shall be from 12:01 a.m. Monday morning to midnight the following Sunday, and shall, for full-time employees, consist of five (5) consecutive workdays and two (2) consecutive days off, exclusive of holidays; except for employees working a rotating shift schedule which shall average five workdays and two (2) consecutive days off per week, exclusive of holidays; provided, however, that those employees in continuous operations whose workweek may be altered to accommodate regular rotation changes in shifts would be exempt for the period of rotation.
 - a. The standard work schedule for full-time employees shall be forty hours per workweek, normally scheduled in shifts of either eight or ten consecutive hours, excluding a meal period. Work schedules are defined as an employee's assigned days/hours per week and/or his/her shift rotation schedule.
 - b. At the department head's discretion, employees, except for watch standers, may utilize a flexible daily work schedule. All employees authorized to utilize "flextime" must adhere to the guidelines established by the department head for each shop or work location.

The standard work schedule for employees authorized to use flextime shall continue to be forty hours worked per week, excluding unpaid meal periods. Disputes arising under this sub-section are not subject to the Grievance and Arbitration Procedures of this Agreement.

B. Meal Periods.

Employees shall be permitted to take a meal period not to exceed thirty minutes scheduled at or near the middle of the shift. Such meal period shall not count as time worked. An employee required to stand watch and remain on the job at their workstation for their full shift period shall be permitted to take a meal period, when and as their duties permit. Such meal period shall be counted as time worked.

Except watch standers, an employee who works a period of six continuous hours or more from the last scheduled meal period shall be permitted to take an unpaid meal period, if conditions permit.

C. Rest Periods.

One rest period not to exceed fifteen (15) minutes may be granted to a fulltime employee during each half of a work shift. If provided, rest periods shall be scheduled as to time during the shift by University and shall be paid. Rest periods not granted or

granted and not used shall not be accumulated. Rest periods shall be granted unless operational necessity requires that they be denied.

D. Clean-up Time.

A ten (10) minute clean-up period immediately prior to the end of the workday shall be granted to employees whose jobs require special washing or cleaning procedures because of contact with dirty or greasy tools or objects. A longer clean-up period shall be granted when necessary, upon the approval of the designated supervisor to employees whose job involves an excessive contact with dirty or greasy tools, objects, or equipment.

The provisions of this section do not apply to watch standers.

E. Call-back Time.

Call-back pay is provided only in those instances when an employee is ordered back to work without prior notice. An employee who is called back shall receive credit for a minimum of four (4) hours of work time. The four (4) hours, whether or not actually worked, are subject to the overtime provisions of this agreement, if applicable.

F. On-Call.

On-call means time during which an employee is not required to be at the work location but is required to be available by telephone or beeper, and be available for return to work.

On-call assignments shall first be made on a voluntary basis. A volunteer on-call list shall be established by job classification, and on-call assignments shall be made from the list in alphabetical order on a rotating basis. In the event that no one volunteers, the University shall assign on-call by job classification on a rotational basis. If called to work, the time actually worked is regular time or overtime as appropriate. An employee in on-call status is not eligible for minimum call-back payment.

For bargaining unit employees in Physical Plant, for each standard seven (7) consecutive day workweek that an employee is in on-call status, eight (8) hours of compensatory time off shall be granted to the employee on Friday during the next consecutive workweek.

For bargaining unit employees in Student Housing, the on-call rate is twenty-five percent (25%) of the employee's hourly rate for each hour on call.

G. Notice of Work Schedule Change.

Employees shall be notified of changes in work schedules at least five (5) working days in advance, except for emergencies. An emergency as used herein is defined to

mean a sudden, unexpected occurrence demanding immediate action to maintain required services and staffing.

Where changes in work schedules are made without the requisite five working days' notice, excluding changes to meet emergencies, employees will be compensated at the overtime rate defined in Article VIII., for all time worked on the new schedule during the five (5) working day notice period.

H. Shift Assignment.

Watch standers shall be assigned permanent shifts based on seniority. Should a shift become vacant after permanent shifts have been assigned, watch standers shall be able to bid on the vacant shift in order of seniority.

The provisions of this section shall apply only to watch standers classified as Maintenance _ B.

I. Time Off Between Shifts.

Each employee shall normally have a minimum of twelve (12) hours off before the start of his/her next regularly scheduled shift. When an employee has less than twelve (12) hours off between such shifts, the employee shall be paid at the rate of one and one-half (1 1/2) times the regular hourly rate for all hours worked within the twelve (12) hours between the old and new assigned shift (e.g., an employee who has only eight (8) hours off between such shifts shall receive overtime pay for the first four (4) hours of the shift). It is understood that this provision does not apply to scheduled or unscheduled overtime.

J. Trading of Shifts.

An employee may trade shifts only upon written request and permission of supervision. No penalty payment will be made for shifts traded at the request of the employee.