

ARTICLE 7. Hours of Work

A. Workweek and Schedule

1. Workweek. A workweek is a period of time consisting of seven consecutive days. The normal workweek is from 12:01 a.m. Monday, to Midnight the following Sunday. Alternate workweeks beginning and ending on days other than the above may be scheduled by the University.

2. Work Schedule. A work schedule is the normal hours of work for an employee within a workweek. The normal work schedule for full-time employees shall be eight hours per day excluding one hour for a meal on five consecutive days, and two consecutive days of rest. Whenever possible, management will provide 30 calendar days advance notice for change of work schedules.

B. Meal Periods

The standard work schedule for a full-time employee provides for a meal period of one hour. Meal periods are neither time worked nor time on pay status.

C. Rest Periods

1. An employee on a standard or alternate full-time work schedule may be granted two 15-minute rest periods, one to be taken in the work period prior to the meal period and one in the work period following the meal period. A part-time employee may be granted one 15-minute rest period for each work period of three continuous hours or more not to exceed two rest periods per day.

2. A rest period shall not be added to a meal period or taken at the beginning or end of a work period. Time not used for rest periods shall not be accumulated for use at a later time. Rest periods are scheduled by the supervisor.

D. Clean-Up Time

When the nature of an employee's job requires that he or she clean up at the completion of a work day, the supervisor may authorize 15 minutes as clean-up time.

E. Call-Back Time

1. Call Back refers only to those instances when an employee has physically left University premises and subsequently is ordered back to work without prior notice or in those instances when prior notice is given but the work begins at least two hours after the completion of the regular work schedule.

2. An employee who is called back shall receive credit for a minimum of four hours work time. The four hours, whether or not actually worked, shall be paid at the rate of one-and-one-half times the regular rate of pay.

F. On-Call

On-Call is time during which an employee is not required to be at the work location or at the employee's residence but is required to be available for return to work. On-call assignments shall first be made on a voluntary basis. In the absence of sufficient volunteers, the University shall make on-call assignments and shall attempt to allocate on-call assignments equitably among employees in the same department. An employee placed on-call shall be compensated at twenty-five percent (25%) of his/her hourly rate for each hour on-call. An employee who is called to work shall receive credit for a minimum of four (4) hours of Overtime at the rate of one-and-one-half (1-1/2) times the regular hourly rate of pay, pursuant to Paragraph E.1 above.

G. Shift Differential

1. A shift differential of \$1.00 per hour shall be paid for all hours (including overtime) of a shift when at least half of a shift of eight hours or longer is worked after 5 p.m. and before 8 a.m.
2. When an employee who usually works on an evening or night shift is temporarily assigned to a day shift for a period of four working days or less, the employee shall continue to receive the shift differential. A change in shift assignment initiated by the employee is not covered by this provision.
3. The shift differential shall be included in payments for all types of paid leave, provided that the employee would have been expected to work that shift or shifts were the employee not on paid leave.

H. Travel Time

Assigned travel during an employee's regular working hours on work days is time worked. The department head may designate other travel as time worked. The following provisions apply to travel, unless exceptions are authorized by the Chancellor. Travel time between home and the work place is not time worked. Travel that keeps an employee away from home overnight and that occurs outside the employee's normal working hours is not considered as hours of work. However, travel that does not keep an employee away from home overnight is considered as hours worked, as is travel that occurs during the hours an employee normally worked when the travel occurs on the employee's days off.