

Hours of Work

Each classification is assigned one of four basic workweeks (Standard Work Hours) as follows:

- A 35 hour standard workweek - 5 consecutive days of 7 consecutive hours, exclusive of unpaid lunch periods;
- A 40 hour standard workweek - 5 consecutive days of 8 consecutive hours each, exclusive of unpaid lunch periods;
- A non-standard workweek - 5 consecutive days of at least 7 consecutive hours each, exclusive of unpaid lunch periods; not eligible for overtime pay for hours worked in excess of 35 hours per week.
- A non-standard/non-exempt workweek - 5 consecutive days of at least 7 consecutive hours each; eligible for overtime pay for all hours worked in excess of forty (40) hours in a work week.

Each position is also assigned a total number of scheduled hours per week (Scheduled Work Hours) which indicates whether the position is full or part time and is the basis for leave accruals and service credit.

The assigned hours of work for employees can vary by department, program and facility. There are established work weeks and work hours not reflected above that are peculiar to certain positions due to the nature of the work performed and requirements necessary to conduct that business. Some union contracts contain provisions which may differ from the above. Employees are advised of their standard hours, scheduled work hours and assigned hours of work at the time of hire.

All employees must report to work on time and, unless authorized to be absent, must work their assigned scheduled work week. Employees who expect to be late or absent must call their offices and notify their supervisor in accordance with the workplace directives regarding such notification. Excessive tardiness will be grounds for appropriate disciplinary action.