



HUMAN RESOURCES POLICY

SUBJECT:	Compensation	TITLE:	Non - Standard Work Schedule		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Human Resources		Responsible Office:	Compensation Services	
CODING:	30-01-30-30:00	ADOPTED:	07/01/90	AMENDED:	2/04/2010
				LAST REVIEWED: 2/04/2010	

I. PURPOSE

To set policy permitting the use of non-standard work schedules when it is determined that such schedules would benefit the business operation of a unit, department, or function.

II. ACCOUNTABILITY

The Vice President for Human Resources shall ensure compliance with this policy. The schools and units shall implement this policy.

III. APPLICABILITY

This policy applies to staff employees only (non-faculty).

IV. POLICY

- A. A non-standard schedule is defined, for purposes of this policy, as any daily schedule in excess of the standard hours per day for that job classification (exclusive of overtime) and/or any full-time weekly schedule less than five days. For example, ten (10) hours per day for four (4) days per week, comprises a forty (40) hour week having a compressed schedule.
- B. Non-standard schedules are permitted when management determines that such schedules would benefit the business operations of a unit, department or function.
- C. Time benefits, such as vacation, sick, float days, and holiday time shall be based on the standard workweek hours of the job classification.

By Direction of the President:

Vice President for Human Resources